



WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES AGENCY POLICY STATEMENT

SUBJECT: DRESS CODE POLICY

INDEX NUMBER: 109.00

EFFECTIVE DATE: 10/26/2023

PURPOSE: To establish the standards of dress determined to be professional and appropriate for all Division of Administrative Services (DAS) employees.

REFERENCE: DOP Agency Dress Code Policy.

RESPONSIBILITY: The Director, Deputy Director, Assistant Directors and all managers/supervisors of DAS are responsible for ensuring compliance with this policy.

CANCELLATION: Any previously written or verbal DAS or DHS instruction on this subject.

APPLICABILITY: All DAS employees and applies to all situations when the employee is on duty. This Policy Statement is available for general distribution and is not exempt from Freedom of Information Act requests.

DEFINITIONS: N/A

POLICY: The DAS dress policy is business casual.

Business casual wear encompasses many looks, but in the simplest terms means casual clothing that is appropriate for a professional office environment.

It is clothing that allows you to be comfortable at work yet looks neat and professional. Listed below is an overview of acceptable business casual wear, as well as a list of some of the more common items that are not appropriate for the DAS office environment.

This list is not intended to be all-inclusive. Rather, these items should help set the general parameters for proper business casual wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first. Also, it is generally better to be overdressed than underdressed.

Slacks/pants – Slacks and/or dress pants are acceptable provided they are clean and wrinkle free. Inappropriate items include jeans, sweatpants, shorts, bib overalls, workout clothes or jogging suits, yoga pants, and pants that are excessively worn or faded. Leggings are only permitted in

conjunction with a first-layer upper-torso garment that extends to mid-thigh. Custodial staff are permitted to wear jeans.

Shirts – Casual shirts with collars, polo shirts, blouses, sweaters, turtlenecks, and office appropriate knit tops are appropriate. Inappropriate items include, but are not limited to, hoodies, beachwear, sports jerseys, tee-shirts, tank tops, crop tops, strapless or spaghetti-strap tops, and shirts or tops that have inappropriate text, inappropriate insignias, illustrations, advertising, or large logos.

Dresses/skirts – Casual dresses and skirts with modest hemlines are acceptable. Dresses that are sleeveless but do not leave the shoulders bare are acceptable. Miniskirts and spaghetti-strap dresses are considered inappropriate.

Footwear – Items such as dress shoes, loafers, dress boots, flats, and leather casual shoes are acceptable. Athletic shoes, sneakers, flip-flops, slippers, crocs, and scuffed/worn shoes are inappropriate, unless approved by DAS as an accommodation under the Americans with Disabilities Act. Shoes containing text, insignias, illustrations, advertising, or logos are considered inappropriate for the DAS work setting.

With no exceptions, clothing items that contain words, terms, or pictures that are political, sexual, religious, or promotional in nature, or that may be offensive to others, are prohibited. Because no dress code can cover all contingencies, employees should use their own judgment, erring on the side of formal rather than casual when the employee is unsure.

Employees are also encouraged to speak to their supervisor when in doubt. If an employee's attire fails to meet the dress code standards, as determined by the employee's supervisor or senior management, the employee may be sent home to change clothes. Employees must use annual leave if they are asked to go home and change. In the absence of enough annual leave, the employee will be taken off payroll for the period of time in question, which may result in progressive discipline. Additionally, progressive disciplinary action will be applied if dress code violations continue. Employees are also encouraged to conduct regular personal inventory and supervisors should regularly conduct inventories of their subordinates for adherence.

The privilege of DAS Dress-down Fridays is still in effect. Appropriate t-shirts, neat and serviceable sports team shirts/sweatshirts, excluding hoodies, and clean sneakers are acceptable on Dress-down Fridays only. All other attire considered inappropriate as stated previously in the policy remains in effect. Only the Director or Deputy Director can authorize dress-down Fridays and reserves the right to revoke the privilege at any time.

Business casual and Dress-down Fridays do not apply universally. If employees have scheduled meetings, site visits or interactions - even on Dress-down Fridays - with public or government officials external to DAS, regardless of location, it is expected that the employee will represent the agency dressed in the appropriate attire for the meeting. If in doubt what the appropriate attire is, the employee should consult with their supervisor.

ATTACHMENTS: None

APPROVED SIGNATURE:  10.25.2023
Joseph C. Thornton, Director **Date**