

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
POLICY STATEMENT
ON
WORK ATTIRE (DRESS CODE)**

Policy 2.7.1

Effective: 11/06/2020

PURPOSE

This policy is intended to establish procedures and provide guidance to all Department of Administration (the "Department") employees regarding appropriate work attire.

POLICY

It is the Department's policy to project a professional business image. The Department does not intend to impose a dress code that is financially burdensome to the employees or difficult to implement. Divisions may have additional policies to further define work attire guidance for non-office building worksites (warehouse, outdoor, etc.) as necessary for safety and functional appropriateness.

The Department will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Staff members requesting a workplace attire accommodation based on religious beliefs will be referred to the Division of Human Resource Management.

RESPONSIBILITY

- A. Employees are responsible for:
Practicing good hygiene and dressing in a manner that is appropriate for their duties, work environment and customers served in conformance with the definitions below. Attire should be professional and presentable, clean and in good repair. Employees are encouraged to ask their supervisor if unsure of what is considered appropriate for a particular day or event.

- B. Supervisors are responsible for:
Ensuring day-to-day compliance with the policy and bringing violations to the employee's attention immediately. An appropriate level of disciplinary action shall be imposed for knowing, serious or repeated violations. If an employee's poor hygiene is an issue, the supervisor will discuss the problem with the employee in private and point out the specific areas to be corrected. If the problem persists, supervisors will follow the normal corrective action process.

- C. Director, Deputy Director and Division Administrators are responsible for:
Making the final decision as to appropriate attire and directing employees in violation of the policy to leave the worksite at their own expense and on their own time to change into appropriate attire.

DEFINITIONS

A. Examples of Appropriate Attire

1. Business Casual: slacks, trousers, skirts, jeans, shirts with collars, blouses, sweaters.
2. Business Professional: suit, sports jacket and slacks, dress shirt, business dress.
3. Trade Professional: per division specific policy or industry standards related to appropriate attire for eye, hearing, life and limb safety protocols.

B. Examples of Inappropriate Attire

1. Clothing that is dirty, soiled, faded, frayed, or patched.
2. Words or designs on clothing that conveys an unprofessional image, discriminatory view and/or offensive message.
3. Shorts, pool or beach attire, gym/athletic wear, hooded sweatshirts.
4. Clothing that is see-through.
5. Clothing that is low cut, midriff baring, has spaghetti straps, or is strapless.
6. Skirts or dresses with a hemline that is more than 4 inches above the knee.
7. Baseball hats.
8. Worn-out shoes, light plastic/rubber sandals (aka flip-flops).
9. Open-toed shoes in warehouse spaces and areas where heavy equipment is in operation.

POLICY EXCEPTION

On occasion there are special circumstances that may permit an exception to this policy. Exceptions, while not common, require the approval of the Director, Deputy Director or Division Administrator. For example, exceptions may include occasionally authorized casual dress attire for facility/outdoor tours or department approved events.

POLICY COMMUNICATION

This policy will be communicated to all employees and an employee should ask for clarification if needed.

This policy is not a substitute for relevant law or regulation, nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with federal regulations, State law, and the Rules for State Personnel Administration (NRS 284 & NAC 284).



Laura E. Freed, Director



Issue Date