

**ARIZONA DEPARTMENT OF ADMINISTRATION
POLICIES AND PROCEDURES**

Policy Number: ADOA/HRD PA1.01	Issued: July 25, 2013
Subject: Dress Code	Effective: May 19, 2011
Policy Section: Human Resources	Revised: July 10, 2013
Policy Owner: Director's Office	

This policy does not create a contract for employment between any ADOA employee and the Department. Nothing in this policy changes the fact that all uncovered employees of the Department are at will employees and serve at the pleasure of the appointing authority.

Scope:

This policy applies to all Arizona Department of Administration (ADOA) employees.

Authority:

A.R.S. §41-701(B) Department of administration; director; appointment

Policy:

This policy establishes the standards of personal dress for non-uniform office personnel throughout the year.

Regular Dress Requirements are in effect October 1st through April 30th. Summer Dress Requirements are in effect May 1st through September 30th. At the discretion of the Director, Summer Dress Requirements may start early or be extended if the temperature is consistently above 100 degrees. Any changes in the start or end dates will be communicated by the ADOA Director's Office. Friday Dress Requirements are in effect every Friday throughout the year.

Employees' appearance and behavior project an image to our customers, including the general public, about state employees and ADOA. Each ADOA employee is expected to practice good grooming habits and to dress in a manner that is appropriate for the position and the assigned work activities. Since what may be considered appropriate can vary from unit to unit, or position to position, you are encouraged to ask your supervisor for guidance if you are unsure.

The assistant director shall make the final decision as to appropriate attire for each division. Supervisors at all levels are responsible for ensuring daily compliance with this policy. Supervisors shall consider compliance with dress standards when evaluating employee job performance. Supervisors shall also be considerate of employees' health issues that may necessitate an exception to this policy. An example of a policy exception would be footwear for employees with medical conditions who cannot wear dress shoes comfortably.

A staff member may be required to leave the work site at his/her own expense and own time if dress or grooming is determined to be unprofessional, distracting, or otherwise not in compliance with ADOA policy.

REGULAR DRESS REQUIREMENTS

The following guidelines are in effect October 1st through April 30th.

Male Personnel

Acceptable regular dress for male personnel includes:

- Slacks with a dress shirt
- Sweaters, either pullover or cardigan type
- Suit jacket and ties, if appropriate
- Dress shoes or dress boots

Female Personnel

Acceptable regular dress for female personnel includes:

- Dresses, skirts, and blouses, dress slacks and blouses, dress suits or pants
- Sweaters
- Dress pumps, dress boots, flats, and dress sandals, including backless slide shoes

SUMMER DRESS REQUIREMENTS

Employees may wear **professional business casual** attire every workday during the summer period of May 1st through September 30th. Professional business casual attire shall be in good taste, clean, pressed, and in good repair. However, Summer Dress is contingent upon the particular job, meetings, or presentations each employee has for a specific day. If an employee is meeting with or presenting to customers or individuals from outside of ADOA, appropriate Regular Dress Requirements may be necessary. You should confer with your supervisor in advance of any meeting to be certain of what is expected.

Additional Acceptable Dress Requirements For Summer

Male Personnel

- Slacks
- Sleeved polo or golf shirts with open collars
- Other colored or patterned shirts with regular collars or turtle necks. The collar may be worn open or buttoned.
- Shirts tucked in at all times
- Loafers, boots, or leather deck shoes

Female Personnel

- Sleeveless blouses, shirts, and dresses
- Pants, Capri pants, or city shorts (i.e., dress shorts that fall just above the knee or lower)

FRIDAY DRESS REQUIREMENTS

Employees may wear **business casual** attire on Fridays during the entire year. Business casual attire shall be in good taste, clean, pressed, and in good repair. Friday Dress Requirements should depend on the particular job, meetings, or presentation each employee has scheduled for Friday. If an employee is meeting with or presenting

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to customers or individuals from outside of ADOA, appropriate Regular Dress or Summer Dress Requirements, depending on the meeting, is expected. You should confer with your supervisor in advance of any meeting to be certain of what is expected.

Acceptable attire for both male and female personnel for Friday Dress Requirements are the same as listed in the Summer Dress Requirements section. In addition, athletic shoes, untucked Tommy Bahama-style shirts and denim attire, including jeans for both male and female employees, are acceptable attire for **Friday dress only**.

UNACCEPTABLE ATTIRE AT ANY TIME

Unacceptable attire includes:

- Slippers, beach-type sandals, or flip-flops
- Clothing that is excessively worn, damaged, or stained, including deliberate damage
- Clothing that displays offensive or obscene material
- Clothing that is excessively revealing or provocative
- Shorts
- Sweatshirts
- Sweatpants
- Warm-up suits
- T-shirts
- Denim attire, including jeans, except for Fridays or days authorized by the Director
- Dresses or blouses with spaghetti straps
- Backless dresses
- Tank tops, tube tops, halter tops, sheer, or see-through clothing
- Any form-fitting, clinging pants of any type, including long pants, knee length, and latex leggings, spandex, body stockings
- Any shirt or blouse that reveals a bare midriff
- Extreme hairstyles, jewelry, or other accessories

Related Forms/Attachments:

Not applicable

Corresponding Policies:

Not applicable

Contact:

If you have any questions related to this policy, please contact your immediate supervisor or program manager.