

Office of Human Resources  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**PERSONNEL POLICY NO. 25**

**EFFECTIVE DATE:** August 1, 2018

**PREVIOUS VERSIONS:** March 31, 1994 (Original); July 24, 2003; July 7, 2010

**SUBJECT:** Dress Code

**AUTHORIZATION:**

  
Barbara Goodson, Appointing Authority

**I. POLICY AND PURPOSE:**

It is the policy of the Division of Administration (DOA) that employee appearance during work hours and work-related activities project a professional image and be appropriate to the duties and nature of the position, work location, and safety of the employee. The personal attire, grooming, and hygiene of employees contribute significantly to the public's perception of the DOA. While decisions on appearance are normally a personal choice, supervisors have final authority as to whether an employee's appearance is appropriate for work activities.

**II. APPLICABILITY:**

This policy applies to all DOA employees.

**III. STANDARDS:**

- 1) Employees shall make responsible decisions regarding their workplace appearance. Appropriate attire depends upon the nature of the employee's work and with whom he has contact. Any employee attending a meeting away from the office or representing the DOA in an official capacity must dress appropriately for the occasion. Employees who work in the field should dress with practicality and safety in mind, and in accordance with the standards of their section.

The following list gives examples of attire deemed inappropriate that shall never be worn in the workplace:

- Clothing that is strapless, backless, tight-fitting, low-cut, revealing, see-through, or exposes the midriff
  - Clothing with holes, tears, frays, or ragged hems
  - Shorts or skorts
  - T-shirts, tank tops, or muscle shirts (except as undergarments)
  - Clothing with inappropriate messages or graphics
  - Athletic attire, jerseys, workout clothing, sweatshirts/pants, or jogging suits
  - Flip-flops, crocs, shower shoes, or slippers
  - Hats or baseball caps
  - Unprofessional and distracting jewelry and piercings
- 2) A high standard of cleanliness and personal hygiene are required of all employees.
  - 3) Employee grooming must be neat and professional at all times. Hair, including facial hair, must be tidy and neatly trimmed.
  - 4) Because many employees suffer respiratory conditions and olfactory sensitivities, employees are to refrain from wearing excessive perfume, cologne, aftershave, body lotion, etc. Employees also should limit the use of fragrances (e.g. potpourri, incense, air freshener, cleaning products) in the workplace.

#### **IV. CASUAL ATTIRE:**

- 1) Wearing well-maintained blue jeans and athletic shoes on Friday is acceptable. Although dress requirements are relaxed, employees nonetheless shall consider the day's activities when determining acceptable attire. As examples, the option of dressing casually does not apply if an employee attends a meeting away from the office or represents DOA in an official capacity.
- 2) With approval of the Assistant Commissioner, casual attire may be authorized on days other than Friday.

#### **V. SECTION STANDARDS:**

Section heads may, for business reasons, impose more restrictive standards than set forth in this policy. For example, a section head may:

- Require certain or all employees to wear professional attire at all meetings away from the office
- Require employees to wear uniforms
- Require employees to wear protective clothing or equipment
- Restrict certain attire for safety reasons

**VI. VIOLATIONS:**

Employees may be subject to enforced leave for the purpose of remedying inappropriate attire, hygiene, grooming, or excessive fragrance. Additionally, employees may be subject to disciplinary action, up to and including dismissal.

**VII. EXCEPTIONS:**

Requests for exceptions to this policy for an individual, group, or section must be presented in writing to the Director of Human Resources, along with compelling justification. The Director will review any such request in collaboration with the Appointing Authority.

**VIII. QUESTIONS:**

Questions regarding this policy should be directed to the Office of Human Resources.