

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: HR-3-4	Effective Date: August 1, 2022	Version: 3.0
<b>POLICY TITLE: EMPLOYEE ATTIRE</b>		

**OVERVIEW:** DCS staff members represent the State of Indiana and will always present a professional image to clients, visitors, and the public. Workplace attire and grooming must be neat, clean, and appropriate for the work performed and the setting. Since it is impracticable for a policy to address all circumstances, managers will exercise sound discretion to determine appropriateness in appearance. Any questions about appropriate dress should be discussed with the employee's immediate supervisor.

## I. DEFINITIONS

N/A

## II. REFERENCES

N/A

## III. STATEMENTS OF PURPOSE

- A. DCS staff members will always present a professional image to clients, visitors, and the public. Employees who do not meet a professional image may be sent home to change and employees will not be compensated for that time off.

**Note:** DCS staff members should wear their identification badge when working in the public, if appropriate for the setting.

- B. Workplace attire and grooming must be neat, clean, and appropriate for an office setting, court, and/or other professional settings (e.g., virtual and/or in-person meeting and training).
- C. Appropriate attire for the office is business casual, with the exception of designated “special dress days” and “casual” days.
- D. DCS has opted to make three (3) exceptions to the dress code on Fridays. On Fridays, employees may wear “casual” clothing, and the following items are allowable:
  - 1. Denim jeans in good repair (e.g., no holes or tears);
  - 2. Sweatshirts; and
  - 3. Athletic shoes.

**Note:** Jeans, sweatshirts, and athletic shoes may not be worn if the employee is scheduled to attend court.

- E. Local Office Directors (LODs) or Program Directors and above may designate the following:
  - 1. Additional casual days when anticipated job assignments justify such dress; and

2. Special dress days in conjunction with fundraisers and employee performance incentives. Such dress must not interfere with the employee's ability to carry out job duties in a safe and efficient manner.
- F. Employees who are required to perform unusual or unique job duties or have special medical conditions may request special consideration for exceptions to this policy.
- G. Workplace attire for court appearances should be professional dress while also adhering to any dress codes set by each individual court.

3. **PROCEDURE**

- A. Managers and supervisors have the responsibility to ensure all staff members are dressed in accordance with this policy and with job duties.
- B. If an employee is dressed inappropriately, it is the responsibility of the manager or supervisor to present the issue to the employee. The manager or supervisor will inform the employee about why the dress is inappropriate and that the employee may not wear the article(s) of clothing again. The manager or supervisor will have one (1) other manager or supervisor of the same gender as the employee present during this discussion.
- C. DCS recognizes the importance of individually held religious beliefs to persons within its workforce. DCS will reasonably accommodate an employee's religious beliefs with respect to workplace attire. Employees requesting a workplace attire accommodation based on religious beliefs should notify their immediate supervisor and the Human Resources (HR) department.
- D. Employees who have a medical condition or disability that prevents them from adhering to this policy should notify their immediate supervisor and contact DCS HR to determine whether and to what extent a reasonable accommodation may be made to exempt the employee from the employee dress requirements outlined in this policy. The employee may be required to provide documentation to support the request.
- E. Employees who fail to adhere to this policy may be subject to disciplinary action, up to and including dismissal.

APPROVED  
Date: 7/18/2022

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