

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION
DRESS CODE POLICY**

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I. Purpose

The Department of Administration (“Admin”) is committed to projecting a positive and professional image in all interactions with customers and the public. Appropriate standards of dress are an inherent part of this image to promote a positive working environment and limit distractions caused by inappropriate dress.

II. Definitions

Leggings: Tight-fitting knit trousers.

Midriff: The middle area of the human torso.

Skorts: A pair of shorts having a flap or panel across the front and sometimes the back to resemble a skirt.

Torso: The human body excluding the head and limbs; trunk.

III. Guidelines

A. General Provisions for All Employees

All employees are representatives of the Department of Administration and expected to dress in a neat, professional, businesslike manner during working hours. Employees’ dress and grooming affect both the public’s impression of the Agency and internal morale.

Employees must be groomed in a manner befitting the surroundings of their work assignments. Any questions concerning dress standards should be directed to the employee’s supervisor. Failure of an employee to comply with supervisory directives concerning appropriate dress may be grounds for disciplinary action up to and including termination.

B. Supervisory Responsibilities

Supervisors will be responsible for adherence to dress standards by employees under their supervision. Division Directors have the authority to modify the dress code to accommodate safety. Supervisors must apply dress standards fairly and consistently for all employees under their supervision. In determining whether an employee's apparel is in compliance with established standards of the Department of Administration, supervisors should consider the following:

1. The nature of the work being performed.
2. The need for safety precautions.
3. The nature of the employee's public contact, if any, and the normal expectations of outside parties with whom the employee will come in contact.

Supervisors have the authority to send employees home to correct the dress problem or to change if their apparel does not meet this policy. In such a situation, the employee will have to take accrued annual leave, or, if applicable, compensatory time or leave without pay (if paid leave is unavailable) for the time away from work and may be subject to disciplinary action.

C. Unacceptable Attire

The following is a list of clothing items, which are never acceptable on any workday, unless otherwise specified. This list is not intended to be all-inclusive.

1. Flip-flops;
2. Sneakers/tennis/athletic shoes with the exception of Fridays and as noted below. Athletic shoes must never be dirty or torn;
3. Blue jeans/denim material with the exception of Fridays and as noted below. Jeans must never be torn or frayed;
4. Torn or frayed pants;
5. Spandex, halter tops, tank tops, spaghetti-strap tops, or strapless tops and strapless dresses worn without a jacket or sweater;
6. Mini or micro-mini skirts;
7. Sweat pants or wind suits/pants;
8. Leggings, stretch pants or leotards;
9. T-shirts or sweat shirts, both plain and those with team logos, brand names or pictures;
10. See-through blouses or tops that leave midriff bare or are cut too low to properly cover the torso area; or
11. Shorts, except as noted below, skorts or low-rise pants.

Division Directors may allow certain employees, such as those assigned to the Surplus warehouse and Interagency Mail Services, to wear jeans, athletic shoes and/or uniform shorts every work day due to the nature of their job functions. With prior approval from the Division Director, employees may be permitted to wear jeans and/or athletic shoes on other days, such as clean up days, move days or special project days.

Fridays Only:

All non-uniformed employees are permitted to wear jeans and/or athletic shoes on Friday of each week. This is known as dress down Fridays.

Exception: In the event an employee is meeting with customers or attending outside meetings on Fridays, the employee will wear professional and businesslike attire.

D. Uniformed Employees

Certain Divisions of the Department of Administration issue uniforms to some employees. Such employees shall wear a Division-issued uniform while performing official duties of the Division, except as otherwise noted. Uniform items provided by the Division are to be worn only by Division employees who are on duty. Uniformed employees are subject to the guidelines in this policy and to any additional Division-issued directives specific to uniform attire. Unless otherwise approved by the Division Director or designee, dress down Fridays does not apply to uniformed employees.

Designated uniform classifications will vary depending on the function of the respective position. State and federal requirements relating to employee safety may require deviations from these standards relative to specific job duties.

Uniforms remain the property of the Department of Administration. Damaged items or items worn to the point of needed replacement must be surrendered to the Division when new items are issued. Upon separation or termination of employment or movement to a position in which wearing of the uniform is not required, all assigned uniforms must be returned to the Admin Division in acceptable condition within five (5) business days following the last day of work or the effective date of the movement.

Exception: Uniformed employees who are on call and are called back to work may report to work without wearing their uniform as long as their attire is otherwise appropriate under this policy. Regardless, employees are required to wear safety attire when performing job duties that require such apparel and/or equipment.

E. Additional Guidelines for All Employees

1. No hats are to be worn inside the office, except by certain General Services employees due to nature of their job functions.

2. Pierce jewelry may not be visible in any location other than the ears. **Note:** Supervisors, in their discretion, may limit employees' jewelry based on safety concerns or due to the nature of their job functions (i.e. one small earring per ear).
3. Hair should be maintained in a neat and professional manner.
4. Tattoos may be required to be covered at the Agency's discretion.

The basic rule for determining whether particular apparel is acceptable is, "When in doubt, don't wear it!" Employees are encouraged to consult with their supervisors whenever necessary regarding acceptable dress for their work area.

Employees should contact the Office of Administrative Services-Human Resources if they wish to request a reasonable accommodation to the dress code due to religious or medical reasons.