

State Human Resources Policy #E24-100.06

Dress Code and Standards of Appearance

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DEFINITIONS

Agency - The South Carolina Military Department/Office of the Adjutant General.

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.

POLICY

1. South Carolina Military Department employees will project a positive and professional image at all times to include interactions internally and with the public.
2. All employees are representatives of the Agency and are expected to dress in a neat, professional, businesslike manner during working hours. Employees will ensure they are properly groomed in a manner befitting the surroundings of their work assignments. Employees' dress and grooming affect both the public's impression of the Agency and internal morale.
3. If an employee has any questions or concerns concerning dress standards, they should direct their question to their supervisor.
4. State and Federal requirements relating to employee safety may require deviations from this policy relative to specific job duties. Employees are required to wear the appropriate and/or required safety attire when performing job duties that require such apparel and/or equipment.
5. Clothing items unacceptable for wear
 - a. The following clothing items are not acceptable for wear unless otherwise specified. This list is not all-inclusive.
 - Floppy sandals, flip-flops
 - Sneakers/tennis/athletic shoes with the exception of Fridays and as noted below. When authorized, athletic shoes must be clean and not torn
 - Blue jeans/denim material with the exception of Fridays and as noted below. When authorized, jeans may not be torn or frayed
 - Clothing which is torn or frayed
 - Spandex, halter tops, tank tops, spaghetti-strap tops, or strapless tops and strapless dresses worn without a jacket or sweater

- Mini or micro-mini skirts
- Sweat pants or wind suits/pants
- Leggings, stretch pants or leotards
- T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, camouflage, and crop tops. In specified circumstances, T-shirts may be approved and provided for specific events only.
- See-through blouses or tops that leave midriff bare or are cut too low to properly cover the torso area
- Shorts (except as noted below), skorts, or low-rise pants

b. Program Managers and Department Heads may allow employees to wear jeans, athletic shoes and/or uniform shorts due to the nature of their job functions or on other days, such as clean up days, move days or special project days.

6. Dress Down Fridays

a. All non-uniformed employees are permitted to wear jeans and/or athletic shoes on Friday of each week.

b. This exception is only for Fridays. Employees not scheduled to work on Friday may not dress down on a different day.

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

7. Uniformed Employees

a. Certain Departments of the Agency issue uniforms or distinctive items of clothing (e.g., logo shirts) to their employees. Such employees shall wear their issued uniform or distinctive clothing while performing such official duties of their Department as determined by their Program Manager or Department Head.

b. Uniformed employees are subject to the guidelines in this policy and to any additional Agency or Division-issued directives specific to uniform attire.

c. Dress down Fridays does not apply to uniformed employees.

8. Additional Guidelines for All Employees

a. Employees will not wear pierce jewelry 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.

b. Employees should maintain their hair in a neat and professional manner.

c. Program Managers and Department Heads have the discretion to require employees to cover tattoos.

9. Supervisory Responsibilities

a. Program Managers, Department Heads, and Supervisors are responsible for ensuring adherence to dress standards by employees under their supervision.

b. Program Managers, Department Heads, and Supervisors have the authority to modify the dress code to accommodate safety.

c. Supervisors must apply dress standards fairly and consistently for all employees under their supervision.

10. Program Managers, Department Heads, and Supervisors have the authority to send employees home to correct dress problems 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.

11. Employees should contact the South Carolina Military Department's State Human Resources Officer (HRO) if they wish to request a reasonable accommodation to the dress code due to religious or medical reasons.

12. Employees who fail to comply with this policy, or fail to comply with supervisory directives concerning appropriate dress may be subject to the Agency's Progressive Discipline Policy up to and including termination.