

**ARIZONA DEPARTMENT OF ADMINISTRATION  
POLICIES AND PROCEDURES**

<b>Policy Number:</b> ADOA/HRD PA1.01	<b>Issued:</b> July 25, 2013
<b>Subject:</b> Dress Code	<b>Effective:</b> May 19, 2011
<b>Policy Section:</b> Human Resources	<b>Revised:</b> June 1, 2018
<b>Policy Owner:</b> 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 employees throughout the year.

Regular Dress Requirements are in effect October 1 through April 30. Summer Dress Requirements are in effect May 1 through September 30. 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. Tattoos and piercings should be covered while at work if they are unprofessional, obscene or offensive. Since what may be considered appropriate can vary from unit to unit, or position to position, employees are encouraged to ask their supervisors for guidance if they are unsure.

The division 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 consider employees' health or religious concerns that may necessitate an exception to this policy. An example of a policy exception might be footwear for employees with medical conditions who cannot comfortably wear

## Arizona Department of Administration (ADOA) Policies and Procedures

**Subject:** Dress Code

---

dress shoes. The ADOA Human Resources Division should be contacted for guidance to begin the reasonable accommodation request process if an exception to this policy is being considered.

An employee may be required to leave the work site at their own expense and use their personal leave 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 1 through April 30.

#### Male Employees

Acceptable regular dress for male employees includes:

- Dress slacks with a dress shirt
- Sweaters
- Suit jackets and ties, if appropriate
- Dress shoes or dress boots

#### Female Employees

Acceptable regular dress for female employees includes:

- Dresses, skirts, blouses, dress slacks, and dress suits
- Sweaters
- Dress heels, dress boots, dress flats, and dress sandals

### **SUMMER DRESS REQUIREMENTS**

Employees may wear **professional business casual** attire every workday during the summer period of May 1 through September 30. Professional business casual attire shall be in good taste, clean, and pressed. 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. Employees should confer with their supervisors in advance of any meeting to be certain of what is expected.

#### *Additional Acceptable Dress Requirements For Summer*

#### Male Employees

- Casual slacks
- Sleeved polo or golf shirts, with the collars open or unbuttoned
- Other solid colored or patterned shirts with the collar open or buttoned
- Shirts must be tucked in at all times
- Loafers, boots, or leather deck shoes

## Arizona Department of Administration (ADOA) Policies and Procedures

**Subject:** Dress Code

---

### Female Employees

- Sleeveless blouses, shirts, and dresses
- Skirts
- Casual pants, capri/cropped pants, or city shorts (i.e., dress shorts that fall just above the knee or lower)
- Casual, low-heel shoes

### **FRIDAY DRESS REQUIREMENTS**

Employees may wear **business casual** attire on Fridays during the entire year. Business casual attire shall be in good taste, clean, and pressed. 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 to customers or individuals from outside of ADOA, appropriate Regular Dress or Summer Dress Requirements, depending on the meeting, are expected. Employees should confer with their supervisors in advance of any meeting to be certain of what is expected.

Acceptable attire for both male and female employees for Friday Dress Requirements is the same as listed in the Summer Dress Requirements section. In addition, athletic shoes, untucked camp shirts (e.g., Tommy Bahama-style) and denim attire, including jeans, 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 revealing, provocative or excessively tight
- Shorts (except dress city shorts during summer for women)
- T-shirts or sweatshirts
- Sweatpants
- Exercise wear
- Denim attire, including jeans, except for Fridays or days authorized by the Director
- Dresses or blouses with spaghetti straps
- Backless or strapless dresses or blouses
- Tank tops, tube tops, halter tops, or see-through clothing
- Any form-fitting, clinging clothing of any type, including leggings, jeggings, spandex, body stockings, yoga pants or exercise pants
- Any shirt or blouse that reveals a bare midriff
- Extreme hairstyles, jewelry, or other accessories
- Strong perfume/cologne or other strong fragrances

### **Related Forms/Attachments:**

Reasonable Accommodation Request Form

**Arizona Department of Administration (ADOA) Policies and Procedures**

**Subject:** Dress Code

---

**Corresponding Policies:**

Not applicable

**Contact:**

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