

<b>Department of Administration Policy and Procedure Policy 2.7.1</b>	Effective: November 4, 2025 Reviewed: Mandy Hagler, Deputy Director Approved: Joy Grimmer, Director
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## **WORK ATTIRE (DRESS CODE) POLICY**

### **PURPOSE**

This policy is intended to establish procedures and provide guidance to all Department of Administration (the “Department”) employees regarding appropriate work attire.

### **POLICY**

The Department of Administration is a professional office where employees have regular contact with the public, other Departments, and government representatives which include the Nevada Legislature. It is the Department's policy to project a professional business image which includes business and business casual attire.

The Department does not intend to impose a dress code that is financially burdensome to the employees or difficult to implement. Divisions may have additional policies to further define work attire guidance for non-office building worksites (warehouse, outdoor, etc.) as necessary for safety and functional appropriateness.

The Department will provide reasonable accommodations for staff members' religious beliefs related to workplace attire, unless doing so would impose an undue hardship. Staff members seeking such accommodation will be referred to the Division of Human Resource Management for review and guidance.

### **SCOPE**

This policy applies to all employees working under the authority of, or within, the Department of Administration.

### **RESPONSIBILITY:**

A. Employees are responsible for:

Practicing good hygiene and dressing in a manner that is appropriate for their duties, work environment, and customers, they serve in accordance with the definitions below. Attire should be professional, presentable, clean, and in good repair. If employees are unsure whether a particular outfit is appropriate for a particular day or event, they are encouraged to consult with their supervisor.

B. Supervisors are responsible for:

Ensuring day-to-day compliance with the policy and must address any violations promptly. When a violation occurs, the supervisor should bring it to the employee's attention immediately. An appropriate level of disciplinary action will be taken in cases of knowing, serious or repeated violations. If an employee's hygiene is a concern, the supervisor should address the matter privately, clearly identifying the specific issues that need correction. If the problem persists, supervisors will follow the standard corrective action process in accordance with departmental policy.

C. Director, Deputy Director and Division Administrators are responsible for:  
Making the final determinations regarding appropriate workplace attire and directing employees who are in violation of the policy to leave the worksite, on their own time, and at their own expense, to change into attire that complies with policy standards.

## DEFINITIONS

A. Examples of Appropriate Attire

1. Business Casual: slacks, trousers, dress capri pants, skirts, shirts with collars (including golf and polo shirts), blouses, sweaters.
2. Business Professional: suit, sports jacket and slacks, dress shirt, and tie, business dress. Required when attending formal meetings with external parties, including other Departments, the Board of Examiners or legislative committee meetings.

B. Examples of Inappropriate Attire

1. Clothing that is dirty, faded, frayed, or patched.
2. Words or designs on clothing that conveys an unprofessional image, discriminatory view and/or offensive message.
3. Shorts, pool or beach attire, gym/athletic wear, hooded sweatshirts.
4. Clothing that is see-through.
5. Clothing that is low cut, midriff baring, has spaghetti straps, or is strapless.
6. Skirts or dresses with a hemline that is more than 4 inches above the knee.
7. Baseball hats.
8. Worn-out shoes, light plastic/rubber sandals (aka flip-flops).
9. Open-toed shoes in warehouse spaces and areas where heavy equipment is in operation.

## POLICY EXCEPTION

Occasionally, special circumstances that may warrant an exception to this policy. Exceptions, while not common, must be approved in advance by the Director, Deputy Director or Division Administrator. Examples of approved exceptions may include casual dress for facility or outdoor tours, “Jeans Day, or department sponsored events.

Fridays are designated “Jeans Day”, except in some offices during Legislative session or if employees are meeting with partners outside of the Department. The Director, Deputy Director or Division Administrator may also approve Casual dress on other days for special occasions and/or fund raisers.

## POLICY COMMUNICATION

This policy will be communicated to all employees. Employees shall seek clarification from their supervisor if they have any questions or are uncertain about any aspect of the policy.

***This policy is not a substitute for relevant law or regulation, nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with federal regulations, State law, and the Rules for State Personnel Administration (NRS 284 & NAC 284).***