

## **Dress Code Policy** **Effective June 17, 2019**

This nonpartisan staff dress code policy represents the standards of dress determined to be appropriate by the nonpartisan office directors within their discretion under Section 8.4 – Standards of Dress, Connecticut General Assembly Handbook as of January 24, 2007.

### **General Guidelines**

All attire must be appropriate for a business environment; for example, the attire must be clean, pressed, fit properly, and not show undue wear. Religious or cultural attire central to one's personal faith is permitted. Employees may wear clothing in accordance with their gender identity or expression.

When the legislature is in regular session, or when employees have scheduled meetings with legislators/external customers, they must wear “business professional” clothing (see Section I).

When the legislature is not in session, employees may “Dress for Your Day” (see Section II).

### **I. In Session: Business Professional**

Requiring nonpartisan staff to adhere to a dress code that varies primarily based on whether the legislature is in or out of session means that certain dress norms are expected to be followed, except for certain circumstances such as the nature of an individual's job function. Further, these dress norms reflect a traditional business culture and thus there are a few differences based on the gender of the individual nonpartisan staff.

#### ***Business Professional Attire***

- For women, business professional attire consists of suits (with either pants or skirts), blazers (or blazer-alternatives) and dress pants or skirts, dress shirts (e.g., blouses, collared shirts, or knit tops), dresses, sweaters, and accessories that project a professional and neat appearance. Business professional footwear for women includes loafers, flats, heels, open-toed shoes, and dress boots.
- For men, business professional attire consists of suits, blazers, dress pants, dress shirts, ties, sweaters, and accessories that project a professional and neat appearance. Shirts should be tucked in and ties and socks are required. Business professional footwear for men include loafers, dress shoes, and dress boots. Suit jackets are required when meeting with legislators or other external customers.

## **II. In the Interim: Dress For Your Day**

The below dress code policy applies when the legislature is not in session.

The interim dress policy is “Dress for Your Day” (DFYD). Employees can choose how to “Dress for Your Day” based on their schedule for that day. An employee can opt to wear more casual clothing (including jeans and sneakers) if they are not interacting with legislators or external customers. If an employee has a legislator or external customer meeting, the employee should dress in professional attire.

Your clothing should make you *and everyone you work with* comfortable. Select clothing that is comfortable and communicates a professional attitude. Clothing should be clean, pressed or wrinkle-free, in good condition and convey a professional attitude. As a rule, if you question whether something would be appropriate to wear, don’t wear it. Clothing that you would normally wear on the weekend to lounge in, workout, do yardwork or similar activities is not appropriate during business hours.

### **EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE ATTIRE**

<b>Examples of DFYD Acceptable Attire:</b>	<b>Examples of what NOT to Wear:</b>
Jeans that do not have holes, fraying, and are not distressed in any way. Darker jeans tend to be more professional. Docker-style pants are also appropriate. Capri pants are acceptable. Leggings must be worn with an appropriate length dress or skirt.	Shorts, skorts, overalls, sweat pants, workout clothes or jogging suits, yoga pants and leggings worn as pants.
Collared button-down shirts, polo shirts, blouses, sweaters, turtlenecks, office appropriate knit tops.	Hoodies, beachwear, sports jerseys and t-shirts, tank tops, strapless or spaghetti-strap tops & dresses, shirts or tops that have text, inappropriate insignias, illustrations, advertising, or large logos.
Dress shoes, loafers, and dressy sandals, dress boots, sneakers and clogs.	Scuffed and worn shoes, slippers, Crocs, flip flops, slides or Birkenstock-type sandals.

### **Exceptions and Further Guidance**

Variations from this policy may be appropriate depending on the nature of the individual’s job function, as determined by the individual’s office director. Additionally, variations may be allowed based on extenuating circumstances, such as personal injury, workplace clean-up days, special events, or building services issues (e.g., heating and cooling failures).

For each special session, dress requirements will be determined on a case-by-case basis.

With no exceptions, clothing items that contain words, terms, or pictures that are political, sexual, or promotional in nature, or that may be offensive to others, are prohibited.

Because no dress code can cover all contingencies, employees should use their own judgment, erring on the side of formal, rather than casual, where they are unsure. Employees are also encouraged to speak to their supervisor, director, or a member of the Human Resources staff when in doubt.

If an employee's attire fails to meet the dress code standards, as determined by the employee's office director and supervisor, the employee may be sent home to change clothes. The employee must use their own personal/comp/vacation time if they are asked to go home and change. Progressive disciplinary action will be applied if dress code violations continue.

This policy applies at any time you are on work-hours as an employee of the general assembly, unless you have permission to work from home.