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**Dress Code Agreement  
Atlanta Passport Agency  
Amended December 18, 2015**

This proposed Dress Code is subject to all provisions of the Master Agreement, in particular, Article 6, Section 9.

**General Applicability**

This applies to all members of management and bargaining unit employees, including the Operations Officer. However, at the discretion of the Director or Assistant Director, the Operations Officer may be allowed to wear casual attire on more occasions to accommodate movement of supplies and equipment.

All office attire policies shall provide for at least one day per week (e.g. "Casual Friday") where less formal clothing may be worn, including wearing jeans. Clothing bearing the logos or insignias of the Department of State, Passport Services, the regional office, the AFL-CIO, the IAMAW, NFFE, and/or Local 1998 is permitted.

**Clothing**

Attire worn will be conducive to a working environment that is safe, productive and non-disruptive, and conveys a sense of service and professionalism to the public. Garments should be clean, pressed, free of visible damage, and in keeping with the specific policies outlined in this agreement.

**Grooming/Personal Hygiene**

Employees are expected to report for duty clean and well groomed. Hair shall not appear dirty or unkempt. Nails shall appear clean and trimmed to a length at which they do not interfere with the performance of duties. Employees shall make a conscious effort to ensure they are not emitting a strong body odor or wearing excessive personal fragrances. Employees must also refrain from the application of personal fragrances and the use of air fresheners in shared work areas.

**MONDAY – THURSDAY ATTIRE**

**Males:**

**Permissible**

- Oxford-style dress shirt (tucked, with/without a tie)
- Sweater
- Polo shirt
- Mock-neck or turtleneck
- Slacks (dress slacks, khakis)
- Corduroy pants
- Fashion sneakers\*

**Non-Permissible**

- Sweatpants
- Sweatshirts
- Shorts
- Athletic shoes
- Sandals
- Flip-flops\*\*

## Females:

### Permissible

- Oxford-style dress shirts (tucked)
- Blouses
- Sweaters
- Polo Shirts
- Knit Shirts
- Slacks
- Dress Capri Pants
- Corduroy Pants
- Dresses\*\*
- Long sweater dresses with opaque tights or leggings\*\*
- Skirts (no jean skirts)\*\*
- Turtlenecks
- Ear Warmers (winter)
- Fashion Sneakers\*
- Dress sandals, including those with an open toe or thong, are acceptable as long as they have back straps

### Non-Permissible

- Strapless, spaghetti strap, midriff exposing, halter or other revealing dresses, shirts or blouses
- Stretch pants/legging (unless worn with a **long** sweater or tunic)
- Sweatshirts
- Sweatpants
- Shorts
- Skorts
- Revealing tops
- Denim of any color
- Miniskirts
- Athletic shoes
- Flip-flops
- Hats

\*Employees are expected to use their best professional judgment when distinguishing a “fashion sneaker” from an athletic shoe. Generally, any shoe bearing a clear logo of a known athletic brand, consisting of rubber soles and primarily cloth-based upper structure, is considered an athletic shoe, regardless of whether the shoe is regularly worn for athletic purposes. Examples of known athletic brands include, but are not limited to, shoes produced by Nike, Reebok, Converse, Puma, Adidas, New Balance, and Asics.

\*\*When considering whether the length of a skirt or dress is appropriate, the item should pass the “credit card” or “four-fingers” test (roughly 3.25 inches). That is, there should be no more than the height of a credit card from the hemline to the knee, in the front *and* back.

## Friday (Casual Day) All Employees

In addition to the acceptable attire for Monday-Thursday, employees may wear the following:

### Permissible

- Plain or graphic tee shirts
- Sweatshirts (with or without hood)
- Denim of any color
- Overalls
- Team logo jerseys or shirts

## **Non- Permissible**

- Tee shirts of an inappropriate nature
- Stretch pants (unless worn with a long mid thigh top or tunic)
- Shorts
- Mini-skirts
- Skorts
- Strapless, spaghetti strap, midriff exposing, halter or any revealing tops or dresses
- Sweatpants
- Flip-flops
- Hats

*The list of inclusions and exclusions above is not exhaustive, and thus there may be attire not covered in this document that is deemed inappropriate by management. In such cases, the employee may be asked to correct the issue and will be charged leave, as appropriate.*

## **Acceptance Agent Training/Outreach**

No casual attire permitted.

## **Overtime**

Employees may dress in acceptable "Casual Friday" attire when working overtime. This includes employees coming to work on their RDO since they will not be assigned to the counter. However, if Management feels that they may be needed to work at the public counter they will notify the employee in advance of the possibility and advise the employee to dress accordingly.

## **Personal Hardship**

Per Article 6 Section 14 of the Master Agreement, "any bargaining unit employee may request special consideration due to personal hardship. Management will consider all hardship requests." Employees may submit their request to their supervisor in advance or at the earliest opportunity.

## **Additional Casual Days**

Management may declare additional Casual Days or permit alternate clothing (e.g., Halloween, holidays, etc.) at Management's discretion. Employees should not presume that these alternatives and exceptions are permitted. Employees will be notified by Management of attire exceptions/additional casual days.

## **Late Arrival Due to Weather Conditions**

On days specified by Management as delayed-arrival due to weather conditions, employees are permitted to wear jeans, athletic shoes and boots. This exception to the normal dress code is made to accommodate difficulties that employees may encounter in commuting to work through inclement weather conditions. Employees should still strive to dress as professionally as possible. Employees should not assume that these clothing exceptions are approved.



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Gale McCoy, Director



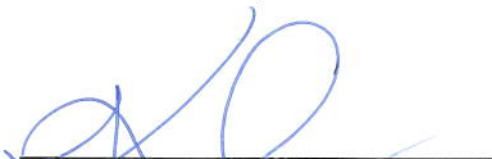
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AnaKarina Mercado, Senior Steward



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Lori M. Voelz, Assistant Director



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Katina Carter, Steward