

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 64

SUBJECT: Dress Code

EFFECTIVE DATE: July 1, 2010

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. PHILOSOPHY

As DOTD employees, we provide services that are important to the public, and our personal appearances play an important part in our customers' perceptions of how seriously we take our responsibilities as stewards of the State's resources. It is therefore essential that all DOTD employees present a positive, professional image that encourages the public's confidence.

2. REQUIREMENTS

Each DOTD employee, including temporary, part-time and student workers, shall present a neat, clean, business-like image while on duty. This expectation is fundamental to serving the public in a positive manner. Beyond this general guideline, appropriate dress largely depends on the nature of the employee's work and with whom he/she has contact. In addition to being properly attired, personal hygiene and grooming must likewise be appropriate at all times. Hair including sideburns, mustaches and beards should be clean, combed and neatly trimmed or arranged. Care should be taken in the application of fragrances that may be offensive to coworkers.

Since some DOTD employees work in offices, others work in the field, and others in environments with specific safety requirements, a comprehensive list of what employees can and cannot wear is impractical. Employees and their supervisors are instead expected to demonstrate good judgment in determining what is appropriate for their individual jobs. For example, field personnel should also consider practicality and safety, and are not expected to dress the same as office personnel. Employees who greet or frequently interact with outside visitors, business representatives and/or governmental officials are held to even higher standards.

On Fridays, however, Headquarters Sections and District HQ Offices may dress in a more relaxed fashion, but should always look neat and professional. Neat and well-maintained jeans and tennis shoes are acceptable on Fridays. Employees should nonetheless consider the day's activities when determining what to wear on these days.

While it is expected that each employee will use common sense and good judgment in selecting appropriate clothes to wear to work, the following is a list of clothing deemed inappropriate for the DOTD workplace and shall not be worn at any time. This list is not comprehensive and employees are not to assume that the omission of a particular item means that it is appropriate.

- Beach shoes/flip flops
- Athletic wear (sweat suits, jogging suits, wind suits, etc.)
- Tank tops or muscle shirts
- Shorts
- Leggings
- Crop pants shorter than mid-calf
- Cargo pants
- Extremely short skirts or dresses
- Clothing that is tight-fitting, low cut, see through, or that exposes the midriff
- Strapless, spaghetti-strap or backless clothing
- Apparel with inappropriate sayings, messages or pictures
- Any type of clothing that is ill-fitting, frayed, faded, or has holes
- Lounging attire

3. ENFORCEMENT

All DOTD employees are held accountable for complying with this policy. Appointing authorities are responsible for the uniform application of these guidelines within their respective section/district. Employees should feel free to discuss any concerns they may have with their supervisors. If, in the judgment of a supervisor, an employee is inappropriately dressed, the issue shall be immediately addressed with the employee in private. The employee may be required to take leave from the workplace to remedy any inappropriate dress. Habitual offenders of this policy will be subject to disciplinary action.



Sherri H. LeBas, P.E.
Interim Secretary