



## **Negotiated Agreement Regarding Dress Code Policy Colorado Passport Agency**

**December 15, 2009**

This agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, dated July 20, 2009; hereafter referred to as the Master Agreement.

**This local agreement is subject to change to comply with any future national agreement between Passport Services and NFFE, National Union Management Committee agreements, or directives by Passport Services in conformity with Article 6, Section 8 and Article 12, Section 16(f)(i).**



Bargaining unit employees will observe reasonable dress, appearance and grooming standards as determined within this policy. All attire standards will be conducive to a working environment that is safe, productive, non-disruptive, and conveys a sense of service and professionalism to the public.

No dress code can cover all contingencies; bargaining unit employees must exert a certain amount of judgment in their choice of clothing to wear to work. If a bargaining unit employee experiences uncertainty about acceptable attire, please refer to a supervisor.

### ***Business Casual Dress:***

Business casual dress is the standard dress attire, except where noted in this agreement.

#### ***Men:***

- Business suits, sports coat (optional)
- Collared dress shirts
- Dress pullovers with or without collars
- Dress sweaters
- Dress shoes
- Dress slacks or khakis
- Polo shirts
- Dress shirts/pullovers/polo shirts/sweaters bearing logos or insignias of the Department of State, Passport Services, the regional office, the AFL-CIO, the IAMAW, NFFE, and/or Local 1998
- Ties (optional)

#### ***Women:***

- Business dresses
- Business suits (optional)
- Dress capri pants
- Dress slacks or khakis
- Dress shirts/blouses/sweaters/pullovers
- Dress shoes
- Dress skirts
- Loose stirrup pants
- Polo shirts
- Dress shirts/blouses/sweaters/polo shirts/pullovers bearing logos or insignias of the Department of State, Passport Services, the regional office, the AFL-CIO, the IAMAW, NFFE, and/or Local 1998

### ***Monday Dress:***

Each Monday, bargaining unit employees are permitted to wear jeans (which may not be torn, dirty, or frayed) when accompanied with a polo shirt bearing logos or insignias of the Department of State, Passport Services, the regional office, the AFL-CIO, the IAMAW, NFFE, and/or Local 1998. Tennis Shoes will also be permitted.

### ***Casual Friday Dress:***

Each Friday, bargaining unit employees are permitted to wear the following attire:

- All classifications of business casual attire
- Hawaiian Shirts
- Monday dress attire
- Jeans that are not torn, dirty, or frayed
- T-Shirts and Polo Shirts that do not include potentially offensive words, terms, logos, pictures, cartoons, or slogans
- Tennis Shoes

### ***Casual Summer Dress:***

Summer dress will begin the first business day after Memorial Day and end the last business day before Labor Day.

Appropriate attire for Casual Summer Dress:

- All classifications of business casual attire
- Hawaiian Shirts
- Jeans that are not torn, dirty, or frayed
- Monday dress attire
- T-Shirts and Polo Shirts that do not include potentially offensive words, terms, logos, pictures, cartoons, or slogans
- Tennis Shoes

Bargaining Unit Employees on the following assignments are excluded in participating in Casual Summer Dress:

- Information Window
- Information Window Backup
- Passport Specialist assigned to the counter
- Passport Specialist assigned to the counter as a backup
- Passport Specialist assigned to the counter as a 2<sup>nd</sup> backup
- FPM Rotation
- CSM Rotation

\*Bargaining Unit Employees on the above rotations must continue to dress in the *Business Casual Attire* until they have completed the rotation. If Casual Summer Dress is still in effect and the BUE has completed the rotation the BUE may participate in the casual summer dress.\*

### ***Executive Guest Dress:***

When an executive guest visits the agency, bargaining unit employees are expected to dress in a professional manner. BUEs will be given at least a 3 day advance notice as to when an executive guest will visit.

#### ***Men:***

- Business suits, sports coat (optional)
- Collared dress shirts
- Dress pullovers with or without collars/sweaters
- Dress shirts/pullovers/sweaters bearing logos or insignias of the Department of State, Passport Services, the regional office, the AFL-CIO, the IAMAW, NFFE, and/or Local 1998
- Dress shoes
- Dress slacks or khakis
- Ties

#### ***Women:***

- Business dresses
- Business suits (optional)
- Dress capri pants
- Dress slacks or khakis
- Dress shirts/blouses/sweaters
- Dress shirts/blouses/sweaters bearing logos or insignias of the Department of State, Passport Services, the regional office, the AFL-CIO, the IAMAW, NFFE, and/or Local 1998
- Dress shoes
- Dress skirts

### ***Year-Round Inappropriate Attire:***

- Athletic suits, warm-ups, sweat pants
- Beach dresses
- Beach Wear
- Bermuda shorts
- Bib overalls
- Cutoffs
- Exercise pants
- Flip flops/shower shoes
- Halter-tops
- Hats/Headgear (unless for religious purposes)
- Leggings
- Mini-skirts
- Shorts
- Skorts
- Slippers
- Spaghetti-strap dresses
- Spandex or other form-fitting pants such as people wear for biking.
- Sun dresses
- Sweatpants
- Hats
- Tank tops/crop tops

\*Employees with a documented medical condition will be permitted to wear footwear necessary to accommodate the condition.

### ***Implement:***

The employee's supervisor/manager will address any situation in which inappropriate attire is worn and/or any exceptions to the dress standard. Employees who are improperly attired may be required to leave work and or work station to change their attire or cover up. Employees may be required to take leave and/or follow office policy about personal time usage if they are away from work to change improper attire.

If there is any doubt that what you plan to wear may not be considered appropriate, it probably is not.

### ***Administered:***

If questionable attire is worn in the office, the supervisor/manager will hold a personal, respectful, private discussion with the employee to advise the employee regarding the inappropriate attire.

If an offense is repeated or an obvious violation occurs, the supervisor/manager will hold a personal, respectful, private discussion with the employee to advise the employee regarding the inappropriate attire and the employee may be required to leave work or their work station to change their attire and may be required to take leave away from work.

### ***Distribution:***


All BUE's will be provided a copy of this policy by email.

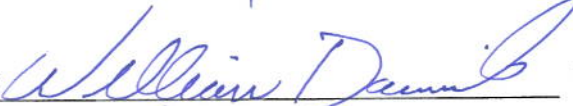
### ***Review and Revision:***

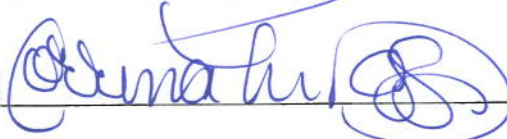
The Union Management Committee reserves the right to review and amend this policy accordingly.


## Implementation and Effective Date

The date that this agreement shall be implemented will be pay period 26, December 20, 2009.

Signed  Sherman Portell, Director  
Date: 12/15/2009

Signed  William Daniels, Assistant Director  
Date: 12/15/2009

Signed  Corrina Davis, Senior Union Steward  
Date: 12/15/2009

Signed  Deborah Hetrick, Union Member  
Date: 12/15/2009