



**Seattle Passport Agency
Negotiated Agreement Regarding
Dress Code/Office Attire**



December 6, 2010

This local dress code/office attire agreement is entered into pursuant to Article 12, Section 16(f)(i) of the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, effective July 20, 2009; hereafter referred to as the “Master Agreement.” This local agreement is subject to all provisions of the Master Agreement, in particular, Article 6, Section 9:

DRESS CODE/OFFICE ATTIRE: Bargaining unit employees will observe reasonable dress, appearance and grooming standards as determined locally. All attire standards 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. 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 and the elimination of neckties. 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. The Employer may propose that certain attire be required to enhance professional representation to the public.

PPT/SE Office Attire for Passport Specialists and Government Contact Representatives

Normal office attire is aimed at establishing a range of articles of clothing that helps an agency present a professional appearance to the public. Appropriate office attire helps employees appear professional and credible to both the public and their co-workers. We must all be aware that what we wear to work is a reflection of our own professionalism, the professionalism of others around us and that of the Department of State.

With changes in the attitude of the business world and cultural distinctions around the U.S. there is no longer a clear-cut standard for business or office attire.

The definitions of office attire outlined herein will be an attempt to meet the guidelines of both the professional look needed and the desire for casual dress that people find comfortable.

The employee’s supervisor/manager will address any situation in which inappropriate attire is worn in a private manner with mutual respect, dignity and common courtesy exercised by both parties. The supervisor/manager will also address any exceptions to the dress standard. Employees who are improperly attired may be required to leave work to change their attire. Employees will have to take leave if they are away from work to change improper attire. Any such absence will not be later used as evidence of a leave problem.

In deciding what to wear the following should be taken in to account: if there is any doubt as to whether what you plan to wear may be considered appropriate, it is probably not appropriate.

Logo Wear: Clothing which is appropriate for the day and which bears the logos or insignias of the Department of State, Passport Services, the Seattle Passport Agency, the AFL-CIO, the IAMAW, NFFE and/or Local 1998, and the Combined Federal Campaign is permitted.

Monday - Thursday

Men: A dress shirt (with or without a tie), sweater, polo shirt, mock-neck or turtleneck. Slacks (dress slacks, khakis) or corduroy pants.

No jeans (this includes colored denim jeans). No sweatshirts or sweatpants. No shorts. No athletic shoes. Sandals are acceptable if socks are worn.

Women: Dress shirt, blouse, sweater, polo shirt, knit shirt or turtleneck. Slacks, dress capri pants, corduroy pants, dresses, or skirts (no jean skirts). Dress sandals and open toe shoes are acceptable.

No strapless, spaghetti strap, midriff exposing, halter or other revealing dresses, shirts or blouses. Stretch pants are not acceptable unless worn with a long (mid-thigh) sweater or tunic. No sweatshirts or sweatpants. No shorts, skorts, or revealing tops. No jeans. Miniskirts are permitted, provided they are not extremely short or revealing. No athletic shoes.

Friday (Casual Day)

All: In addition to the acceptable attire for Monday – Thursday, employees may wear the following: Plain and neat tee shirts or sweatshirts (with or without hood), and jeans, jean skirts, or overalls that have no holes and are not torn or dirty.

No stretch pants unless worn as outlined above. No shorts, extremely short mini-skirts, or skorts. No strapless, spaghetti strap, midriff exposing, halter or other revealing tops or dresses. No sweatpants.

Athletic shoes are acceptable. Sandals are acceptable if socks are worn.

Government Operations Officer

The Operations Officer will follow the guidelines set for Passport Specialists.

Meetings outside of agency space will be viewed the same as Acceptance Facility training (i.e. requiring Mon-Thursday standard of attire). However, the Operations Officer also may request exemptions for more casual attire from the Agency Assistant Director on specific days to accommodate movement of supplies and equipment.

Government Passport Processing Clerks

Due to limited or no contact with the public, individuals whose job title is Passport Processing Clerk may wear casual clothes, including a plain tee shirt (without a logo) and jeans. Clean sweatshirts are acceptable. 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 and the Combined Federal Campaign is permitted. No stretch pants unless worn with a sweater or tunic. No shorts, skorts, extremely short mini-skirts, or revealing tops or dresses. No sweat pants. Athletic shoes are acceptable. Sandals are acceptable if socks are worn.

Exceptions for all BUE

Acceptance Agent Training: Passport Specialists who are participating in Acceptance Agent training on what would otherwise be the Casual Day are required to wear the clothing permitted for Monday – Thursday.

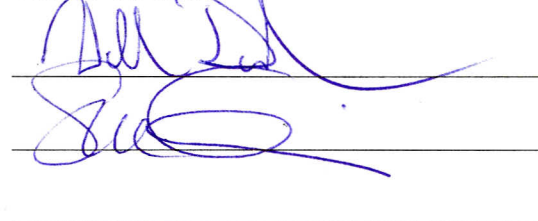
Personal Hardship: As stated in Article 6 Section 14 of the Master Agreement, “any bargaining unit employee may request special consideration due to personal hardship. Management will consider all hardship requests.” Employees wishing to request special consideration regarding the dress code should make such a request via their supervisor in advance or at the earliest opportunity on the work day in question.

Additional Casual Days: Management may declare additional Casual Days or permit alternative clothing (e.g., Halloween, holidays, supporting local sports teams, etc.) at Management’s discretion. Employees should not presume that these alternatives and exceptions are permitted. Employees should wait until they hear from Management before wearing exceptions to work.

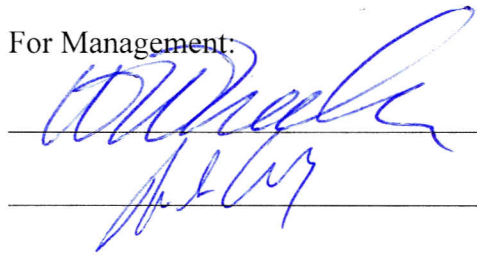
Late Arrival Due to Weather Conditions: On days specified by Management as delayed-arrival due to weather conditions, employees are permitted to wear jeans, athletic shoes and boots. This exception to the normal dress code is made to accommodate difficulties that employees may encounter in commuting 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. Employees should call the weather line to check the day’s arrival status first.

Dated: 12/6/10

For the Union:



For Management:



Established 11/4/99. Revised 9/7/01, 2002, 2003, 2008, 2010.