



United States Department of State
Washington Passport Agency
1111 – 19th Street, NW, Suite 300
Washington, D.C. 20036

**Negotiated Agreement Regarding Dress Code Policy
Washington Passport Agency- Amendment**

September 9, 2010

This Washington Agency Regional Union Management Council Agreement (WARUMCA) 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, in particular, Article 6, Section 9 titled, “Dress Code/Office Attire”.

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).

There will be a 30-day grace period from the date of the signing of this agreement prior to full implementation. However, employees should strive to begin meeting the acceptable “Office Attire” requirements immediately.

Grooming and dress standards are necessary to project a professional work environment. The contract between Passport Services and the National Federation of Federal Employees Local 1998 stipulates that “Employees will observe reasonable dress, appearance and grooming standards.” Reasonable standards are those that are conducive to a working environment that is safe, productive and non-disruptive and conveys a sense of service and professionalism to the public.

It is understood that Washington Passport Agency staff members’ clothing will be clean, pressed and free of rips, tears, and holes. Dress Down or Casual Day at the Washington Passport Agency will be on Friday.

The definitions of office attire outlined herein are an attempt to meet the guidelines of both the professional look needed and the desire for the casual dress that people find comfortable. It should also be recognized that there is an inherent distinction regarding acceptable fashion between men and women and it is hoped that no one finds offense in attempting to establish guidelines for both.

The employee’s Supervisor and/or Section Chief or 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 to change their attire. Employees will have to use their own leave if they are away from work to change improper attire. The key in looking at your wardrobe should be if there is any doubt whatsoever that what you plan to wear may not be considered appropriate, then it probably is not.

Acceptable Office Attire
Monday – Thursday, Men

Business Suits

Sports Coat

A dress shirt (a tie, bolo or bow tie may be worn if so desired)

Shirt with a collar, or turtleneck

Slacks (dress slacks, khakis, corduroys). No jeans.

Dress shoes, soft soled casual shoes that are office appropriate, dress sandals,
 dark polishable shoes with dark laces

Dress shirts/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

No athletic shoes unless medically documented

Hiking and all-weather boots in winter

Acceptable Office Attire
Monday – Thursday, Women

Dress shirt, blouse, sweater, knit shirt or turtleneck.

Slacks, dresses or skirts. capri pants No jeans or jean skirts

Tank tops or spaghetti strap tops or dresses worn with jacket or sweater

Dress sandals, open toe shoes, boots, dark polishable shoes with dark laces

Dress shirts/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

No athletic shoes unless medically documented

Hiking and all-weather boots in winter

Casual Friday or other “Dress Down” days, as designated by Management

In addition to items that constitute acceptable attire during the workweek, employees may wear the following on Fridays:

Plain and neat tee shirts or polo shirts (free of graphics, language, artwork, slogans, etc; designer insignias such as the Ralph Lauren horse, etc. are ok)

Passport or Department logo tee shirts, polo shirts Dress shirts/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

Jeans and jean skirts are acceptable, as long as there are no holes, rips or tears.

Athletic shoes

Athletic jerseys

Hawaiian Shirts

Overalls

Alternative Dress Day

Management and the Union may propose alternative dress days in which BUE's can wear attire that honors or pertains to some type of spirit or moral boost. For example, wear red for Aids awareness, pink for breast cancer awareness, funny tie day or sports jersey day. Alternative dress days must be agreed upon by a management/union consensus.

Acceptable Office Attire – OVERTIME

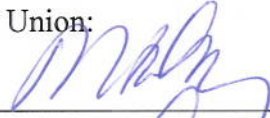
Employees who work overtime Monday – Friday must meet Casual Friday or "Dress Down" day attire standards, as noted above.


Attire Not Permitted

- Ripped and/or ragged clothing
- Cropped or low-riding clothing that exposes navel, midriff or buttocks
- Strapless, halter or other revealing shirts or blouses
- Sheer garments (without appropriate undergarments)
- Pants longer than floor length
- Mini-skirts
- Shirts worn outside pants that are longer than knee length
- Shorts (other than Bermuda shorts or approximate knee length)
- Skorts, Work pants, painter's pants
- Track and sweat suits, sweatshirts, sweatpants, "Workout", or exercise wear
- Baseball caps, hats/headgear – unless medically documented or for religious purposes, plastic caps and "doo" rags
- Rubber flip-flops
- Bedroom slippers

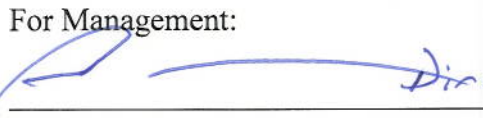
Dated: 9/9/10


For the Union:





For Management:

 Director

 AD