



## **Negotiated Agreement Dress Code Policy New York Passport Agency April 26, 2018**

This agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees—Local 1998, effective July 20, 2009.

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) of the Master Agreement.

### **WHY HAVE AN AGENCY DRESS CODE**

The purpose of this locally determined agreement is to develop a clearer, more detailed description of acceptable dress code standards at the New York Passport Agency. Employees should use this as a guide to meet local standards and to convey a sense of service and professionalism.

The Master Agreement between Passport Services and the National Federation of Federal Employees Local 1998 recognizes the need for good grooming and proper attire at passport agencies.

Article 6, Section 9 of the Master Agreement stipulates:

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.

### **GOOD GROOMING**

Employees should have good hygiene and a presentable appearance. Offensive odors are not acceptable, nor are poorly kept beards. Sometimes, medical needs may result in poor hygiene or poor grooming. Employees should consult with their health care providers in those situations. The Employee Assistance Program is also available to help per Article 33 of the Master Agreement.

### **IMPLEMENTATION OF THE DRESS CODE POLICY**

- The dress code policy will be in effect Monday thru Friday.
- The employee's supervisor or manager will hold a personal and respectful discussion with the employee to address a dress code violation. Supervisors should get a second opinion through the managerial chain of command before approaching an employee about a dress code violation.
- If necessary, the employee's supervisor will discuss the violation with the employee privately. Other employees should not know of the violation.
- A private meeting should be held at the supervisor's office. Employees may have a union representative present at the meeting if they so choose. Employees should not be spoken to about their attire or hygiene at the counter or a public area. A public area is where another employee may be present.
- A supervisor should not discuss, suggest, or causally joke with an employee regarding what he or she should wear at counter or in any other public area.
- A supervisor may reassign an employee to a different rotation if they determine that there is a dress code violation. Other supervisors should only be informed of the employee's new rotation; they should not be informed of an employee's dress code violation.
- Bargaining Unit Employees have a right under Article 6 the Master Agreement to contact their union stewards regarding the implementation of the local dress code policy.
- When addressing a dress code violation with an employee a supervisor shall cite the specific section of the dress code which is being violated.

### **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 at the earliest opportunity."

### **MOVEMENT OF EQUIPMENT**

Generally, an employee who may accommodate the movement of supplies and equipment will be allowed to wear more casual attire if the agency Director or Assistant Director grants the employee permission.

### **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 t-shirt or jeans. Clean sweatshirts are acceptable. Clothing bearing the 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 are permitted. No shorts, skirts, mini-skirts, revealing tops or dresses, stretch pants, or sweat pants are permitted. Clean athletic shoes are acceptable. Women's casual flats are permitted. Flip flops are not permitted.

However, if an employee is scheduled at cashiering or will call, the employee shall follow the same standards as employees who work with the public. In addition, Passport Processing Clerks should keep appropriate attire in their lockers to accommodate changes to their schedules.

### **PASSPORT SPECIALISTS AND CONTACT REPRESENTATIVES**

Passport Specialists and Contact Representatives should wear business-casual or business attire Monday thru Thursday.

There are certain days where exceptions will apply, such as casual day designations, an executive guest dress code, an outreach dress code, and a dress code for inclement weather. Management will provide advance notice to employees if there is an exception to the routine business-casual dress code.

### **CASUAL DAYS**

All office attire policies shall provide for at least one day per week (e.g. "Casual Friday") where less formal clothing may be worn. If an employee reports to work for overtime on a weekend, a specialist may wear casual clothing, in addition to athletic wear, such as team logos and jerseys.

The New York Passport Agency will honor "Casual Friday." Management may propose that certain attire may be required to enhance professional representation to the public.

On certain days of the year, the agency may hold special events such as "Ugly Sweater Day." On these special event days designated by management, employees will be permitted to wear clothing that fits in with the event and is neither appropriate nor offensive. If a federal holiday falls on a Friday, the agency will observe "Casual Friday" on a Thursday.

### **EXECUTIVE GUEST DRESS**

When an executive guest visits the agency, all employees are expected to dress professionally. Bargaining Unit Employees will be given at least a three day advance notice if there is an executive guest who will visit. If an executive guest visits during the agency's designated casual day, management will designate an alternative casual day during the week.

### **CUSTOMER SERVICE (CSM) ROTATIONS, FRAUD ROTATIONS, AND OUTREACH PROJECTS**

Bargaining Unit Employees shall follow the dress code requirement addressed by the Customer Service Manager.

### **WEATHER CONDITIONS**

On days specified by management as delayed-arrival due to weather conditions during the winter, an exception to the normal dress code may be made to accommodate difficulties that employees may encounter as they commute to work during inclement weather. Employees should not assume that these clothing exceptions are approved.

During inclement weather employees may wear casual clothing, especially on days specified as delayed-arrival days. An employee will not be accountable for clothing damaged by inclement weather.

Employees should strive to be as professional as possible and use their discretion, tempered by good judgment during inclement weather. Employees are permitted to wear jeans, athletic shoes and boots.

**BUSINESS-CASUAL (Monday thru Friday; Outreach Events; Executive Days)**

**WOMEN**

**PERMITTED**

**NOT PERMITTED**

black denim jeans (no designs or cut style)  
black sneakers  
blouse  
capri-style dress pants  
  
colored Khakis pants or jeans style  
corduroys  
dress culottes  
dress guachos  
dress shirt  
dress shoes  
Dresses  
knit shirt  
mock-necks  
platform sneakers black  
Ponte knit pants  
scarves  
sheer styled button ups tops (no open  
shoulder or cut style) are permitted must be  
accompanied with under t-shirt.  
  
skirts  
  
slacks  
sun dresses  
sweater  
  
turtleneck

athletic shoes  
athletic shoes;  
baseball caps  
bedroom slippers  
blouse or dress with a deep V-neck  
plunge  
crop or midriff tops  
cut up/ripped/ painted style jeans  
full lace garments  
graphic tee shirts  
halter tops  
jeans  
jerseys  
leggings (all kinds)  
maxi dresses  
mesh tops  
painter's pants  
  
rubber flip flops  
sheer garments with open back or cut  
up style on sleeve or shoulders  
  
shorts  
spandex pants  
strapless blouses  
sundresses with open back, high slit or  
spaghetti strap  
  
sweat suits  
sweaters with inappropriate images or  
messages  
tops or dresses with an open back  
track suits

<b>BUSINESS-CASUAL (Monday thru Friday; Outreach Events; Executive Days)</b>		
<b>MEN</b>	<b>WHAT IS PERMITTED</b>	<b>WHAT IS NOT PERMITTED</b>
	black denim jeans (no designs or cut style)	Hawaiian shirts
	black sneakers	White round neck t-shirt
	business suits	jeans
	colored khaki pants	
	cardigan sweaters (with collared shirt)	
	corduroys	cut up style / painted style jeans
	dress shirt	Jerseys
	dress shoes	sweat pants
	dress slacks	overalls
	flannel tops	sweaters with inappropriate images or messages
	khakis	painter's pants
	mock-necks	bedroom slippers
	polo shirts (with collar)	khaki pants with holes
	shirt with collar	pants longer than floor length
	sports coat	athletic shoes
	sweater vests	rubber flip flops
	ties	baseball caps
	turtlenecks	shorts
	vests	track suits

<b>CASUAL DRESS CODE (Honored every Friday unless otherwise designated)</b>		
<b>MEN</b>	<b>PERMITTED</b>	<b>NOT PERMITTED</b>
	black sneakers	athletic suits
	casual shoes	camouflage clothing
	clean tennis shoes	full-laced garments
	corduroys	graphic tee shirts
	cuffed chinos/pants	
	denim shirt	hats
	flannel tops	overalls
	Hawaiian shirts	sheer garments
	jeans	shorts
	knit shirts	spandex slacks
	plain t-shirts	sweat pants
	polo shirts	under-shirts

sneakers  
 sweaters  
 team logo jerseys or shirts  
 turtlenecks

warm-ups  
 white round neck t-shirt

**WOMEN WHAT IS PERMITTED**

Capri-style pants  
 casual knee length leggings  
 casual pants  
 casual shoes  
 collared shirts  
 denim shirt  
 dress tops  
 dressy flip-flops  
 flannel tops  
 Jeans  
 polo shirts  
 sneakers  
 sundresses  
 sweater or tunic tops  
 t-shirts

**WHAT IS NOT PERMITTED**

blouse or dress with a deep V-neck plunge  
 cut, ripped, painted jeans  
 dresses with a deep V-neck plunge  
 graphic tee shirts  
 halter dresses  
 halter tops  
 maxi dresses  
 mesh tops  
 mini skirts  
 open back tops or dresses  
 sheer garments with open back or cut up style  
 Shorts  
 skorts  
 spaghetti tops  
 spandex slacks  
 strapless tops  
 sundresses with open back, high slit or spaghetti strap  
 work boots

**INCLEMENT WEATHER (i.e. snow days)**

**ALL EMPLOYEES**

**PERMITTED**

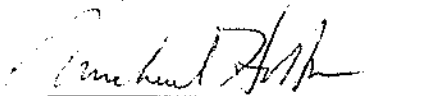
black sneakers  
 casual shoes  
 clean tennis shoes  
 corduroys  
 cuffed chinos/pants  
 denim shirt  
 flannel tops

**NOT PERMITTED**

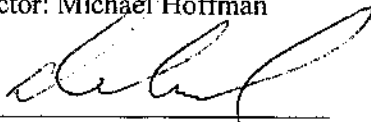
athletic suits  
 camouflage clothing  
 full lace garments  
 graphic t-shirts  
 hats  
 sweat pants  
 warm-ups

Signed by:

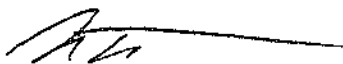
Management PPT/NY



Director: Michael Hoffman

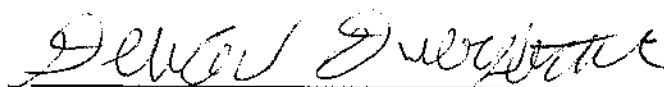


Assistant Director: Daisy Cardiel

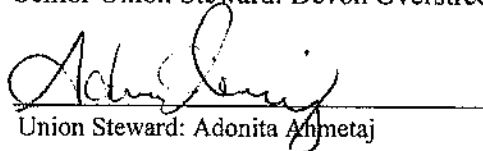


Assistant Director: Michael Doyle

NFFE Local – 1998 - NY



Senior Union Steward: Devon Overstreet



Union Steward: Adonita Ahmetaj