



Dress Code Agreement at the Philadelphia Passport Agency

This agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees, IAMAW Local 1998 (Union) dated December 17, 2019; hereafter referred to as the Master Agreement; and, is not intended to change or modify the Master Agreement, Department Regulations or appropriate law. This Agreement is subject to change to comply with any future Law, Department Regulation, agreements between Management and the Union (Local or National level); and, Passport Services directive in accordance with Master Agreement Article 6, Section 10 and Article 12, Section 16 (f) (i).

This agreement will remain in effect for a minimum of two years from the date of its execution. Thereafter, each party will have the unilateral right to cancel or reopen this agreement, and, the agreement will remain in effect until one of the parties does so.

Attire that reflects a professional, business-like appearance is expected of all Philadelphia Passport Agency employees. One of the Agency's primary objectives is to project a professional image while taking advantage of more casual, comfortable clothing. Conversely, not all casual clothing is acceptable for the office. Below are general guidelines for appropriate office attire. In all cases, clothing (including footwear) must be in good condition, e.g., free of holes, rips, tears, stains, etc.

If it is deemed by a supervisor/manager that an item(s) is/are inappropriate for the office, it will be privately addressed with the employee. A supervisor/manager will document the infraction and the employee will be asked to correct the infraction. If the employee cannot correct the dress code infraction and the infraction is egregious (examples: wearing revealing clothing or shirt/blouse with inappropriate or offensive words), the employee will be asked to leave the agency to change into acceptable attire and then return to the agency once the infraction has been corrected. If it is impractical for the employee to return to the agency (example: long commute, time of day the infraction was discovered), the employee will be given administrative leave for the remainder of the day. Future infractions will be dealt with in a progressive manner.

Every employee is expected to practice daily hygiene and good grooming habits. If it is deemed by a supervisor/manager that an employee has a personal hygiene or grooming issue (examples: offensive body odor; too much cologne/perfume), it will privately be addressed with the employee. A supervisor/manager will document the infraction and the employee will be asked to correct the infraction. If the employee cannot correct the infraction at the Agency, the employee will be asked to leave the agency to correct the issue and then return to the agency once the infraction has been corrected. If it is impractical for the employee to return to the agency (example: long commute, time of day the infraction was discovered), the employee will be given administrative leave for the remainder of the day. Future infractions will be dealt with in a progressive manner.

Dress Code Definitions

Slacks – Dress and casual slacks/pants/jeans are to be clean and neat. Slacks/pants/jeans of any material that are, torn, ripped, distressed are not acceptable. Sweatpants, athletic pants, shorts of any kind (including Bermuda shorts), skorts, overalls, spandex or other form-fitting pants are not acceptable. Leggings are acceptable only with a skirt, dress, or tunic covering the wearer’s posterior.

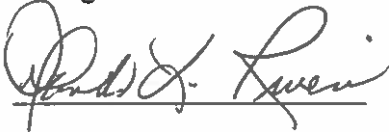
Shirts – Button Down shirt (tucked in unless tailored to be untucked), casual shirt with collar (tucked or untucked), golf shirt (tucked or untucked), sweaters and turtlenecks that are clean and neat (ties are optional). Tee shirts, sweatshirts, and tops with slogans and/or catch phrases are not acceptable. 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 is permitted. Golf shirt and U.S. Government contractor logos are permitted. Tank tops, halter tops, and tops with spaghetti straps are acceptable only with a sweater or jacket overlay.

Dresses and Skirts – Casual dresses and skirts and split skirts at or below the knee are acceptable; mini-skirts are not acceptable. Dresses with spaghetti straps, tank tops, and bare shoulders are acceptable only when worn with a sweater or jacket overlay.

Footwear – Loafers, dress boots, flats, sandals, open-toed shoes, clogs, sneakers (in good condition) and leather deck shoes are acceptable. Flip-flops, work boots, Velcro sandals and slippers are not acceptable.

Perfume/Cologne – The chemical agents in some fragrances can aggravate sinus, allergy, and other medical conditions. Please use these products conservatively.

Management:



Date: 12/17/2019

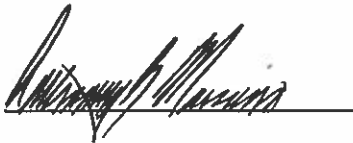
Orlando L. Rivera, Director

Union:



Date: 12/17/2019

Carolanne McAdams, Senior Steward



Date: 12.17.2019

Anthony Maisano, Assistant Director



17 Dec 2019
Date: 17 Nov 19 (w)

Lee Wentz, President