



Agreement between NFFE Local 1998 and the Western Passport Center



Standards of Appearance and Attire

January 13, 2020

Preamble

As the leading U.S. foreign affairs agency, the Department of State is in the front line of customer service to the public at home and abroad. This mission requires that our employees project competence and professionalism. Therefore, the appearance of employees should also be professional, in a way that conveys respect for colleagues, customers, and the work environment, and not pose a safety or health hazard or distraction from work. Western Passport Center (WPC) employees are encouraged to project into the public the height of professionalism and standards of appearance when working with the public. In the spirit of that notion, the Parties agree to the following terms and conditions with regard to attire at the WPC.

Master Agreement

Article 6, Section 10 of the Master Agreement between Passport Services and the National Federation of Federal Employees, Local 1998 (Master Agreement) states the following:

“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.”

This agreement is subject to the terms of the Master Agreement. When in conflict, the provisions of the Master Agreement prevail. Additionally, this agreement is subject to future revisions of the Master Agreement, national memoranda of understanding and/or settlements, or local bargaining and settlements.

Inappropriate Attire

The bargaining unit employee’s (BUEs) supervisor/manager will address any situation in which inappropriate attire is worn and/or any exceptions to these terms. BUEs who are improperly

attired may be required to leave work to change their attire. BUEs will have to take leave if they are away from work to change improper attire. BUEs are entitled to take leave in order to change their attire should they be required under the provisions of this agreement; this may require Leave Without Pay if the BUE does not have a positive or adequate leave balance. BUEs may request official union time and speak to a union representative prior to leaving. The Union will be authorized to take photographs to document the attire cited as a violation of these terms, and Management will provide WPC's camera to the Union for that purpose.

Exceptions

Any exceptions to these policies for medical or other reasons must be pre-approved, to the extent possible, and will be evaluated on a case-by-case basis. No medical documentation will be requested that specifically names a condition, but general statements of medical-related personal need or requirements from a physician will be taken under advisement by Management. Attire worn for religious purposes will be honored and authorized. The Union and Management share a common goal of promoting standards of appearance while providing for the health, safety, and security of the BUEs in this regard.

Inclusions and Exclusions

Dignitaries and Site Visits

When dignitaries from Passport Services Headquarters (such as the Managing Directors, Deputy Assistant Secretary of State, RD/W, MDs, PDAS, A/S), other officials from the Department of State, or other government agencies or departments are on the premises where Management determines that it would be necessary for BUEs to dress formally, BUEs are encouraged to dress exceptionally well. This may include ties and sports or business coats for men and the equivalent for women, though this is not required.

Acceptable Business Casual Attire

Men:

- Dress Shirts – *short or long sleeved*
- Shirts with a collar, polo shirt without slogans (Passport, Department, NFFE or CGI/Stanley logo shirts are acceptable (e.g., Polo, Tommy Hilfiger, etc.) only if the logo fits over the breast pocket area,)
- Turtleneck
- Dress Sweaters
- Slacks
- Dress Shoes
- Dress Socks

Women:

- Dress Shirt or Blouse
- Sweater or Knit Shirt
- Shirt with a collar, polo shirt without slogans (*Passport, Department, NFFE, or CGI/Stanley logo shirts are acceptable. Brand name logo shirts are acceptable (e.g. Polo, Izod/Lacoste, Tommy Hilfiger, etc.) only if the logo fits over the breast pocket area.*)
- Turtleneck
- Dress Sweaters
- Slacks

- Dresses or Skirt
- Dress Shoes
- Dress Sandals
- Dress Capri Pants (*No higher than mid-calf*)

Impermissible Business Casual Attire

Men:

- Tee shirts (t-shirts)
- Jeans
- Sweatshirts or sweatpants
- Shorts
- Athletic shoes (excluding solid black or brown, as stated to the left)
- Casual Sandals
- All flip flops

Women:

- *Jeans*
- Turtleneck
- Solid Black or Brown Walking/Athletic/Casual Shoes
- Dresses & skirts shorter than mid-thigh
- Dresses & skirts with slits higher than mid-thigh
- Spaghetti, shoulder-less or strapless dress (unless covered with a jacket at all times)
- Stretch pants
- Sweatshirts or sweatpants
- Shorts
- Skorts
- Athletic shoes (excluding solid black or brown, as stated to the left)
- Casual Sandals
- All flip flops

Casual Days

Casual attire shall be permitted as follows¹:

1. Casual dress will be permitted year-round, except where prohibited in Section 2. Casual attire will conform to what can reasonably be considered acceptable standards of dress and appearance and adhere to the "Acceptable Casual Attire" listed below.
2. Casual dress will be prohibited when:
 - a. Employees are required to work at the counter and interface with the public; and
 - b. Employees participate in any outreach activities or events where they will interact with the public as a representative of the Department of State and/or WPC; and,
 - c. When dignitaries from Passport Services Headquarters (such as the Managing Directors, Deputy Assistant Secretary of State, RD/W, MDs, PDAS, A/S), other

¹ By Order of Arbitrator Ed Hartfield, Member, Federal Service Impasses Panel, dated June 14, 2013. Case No. 13 FSIP 42.

officials from the Department of State, or other government agencies or departments are on the premises where Management determines that it would be necessary for BUEs to dress formally, BUEs are encouraged to dress exceptionally well. Management will provide employees with advance notice of these visits to facilitate appropriate employee dress.

Acceptable Casual Attire

Men:

- Any item described under Business Casual Attire above
- Tee shirts (*except as listed in the 'Always Prohibited' section*)
- Athletic Team Jerseys
- Jeans without holes
- Athletic Shoes
- Casual Sandals (*with socks*)

Women:

- Any item described under the Business Casual Attire above
- Any item described under the Men category
- Jeans or Jean Skirts without holes
- Stretch Pants (*only when worn with a long mid-thigh top*)
- Casual Capris (*No higher than mid-calf*)
- Athletic Shoes
- Casual Sandals

Always Prohibited

- Undershirts and/or Tank-tops
- Military Uniforms (of any kind)
- Pants below waist exposing underwear or skin
- Midriff Exposing Shirts/Tops
- Exposed Undergarments
- Clothing or Shoes with holes (*with the exception of designer items which have been intentionally frayed and/or do not expose undergarments or skin.*)
- Profane Items
- Political Items (*with the exception of items that support the U.S. military, when there is no obvious political innuendo*)
- Vulgar, Slanderous, Provocative or Sexual Items
- Items that promote or exhibit drugs or alcohol
- Items that contain racial statements
- Dresses or Skirts shorter than, or with slits higher than, mid-thigh

Weekend Casual

(When not dealing with the public and during overtime – some exceptions may apply, such as the Passport Day in the U.S.A. event)

- Any item described above
- Shorts (*only when not dealing with the public*)
- Flip Flops/Crocs/Beach Shoes
- Hats/Visors (*limited to Department, NFFE, CGL/Stanley, any federal agency logos, or brand name logo*)
- Running/Jogging Suits
- Sweatshirts and Sweatpants
- Shorts and Skorts (*no higher than mid-thigh*)

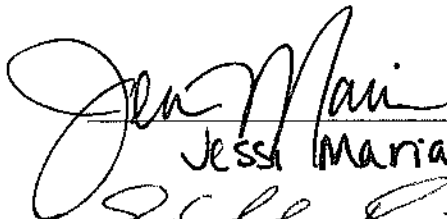
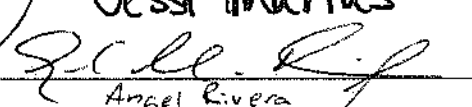
Other Prohibited

Vibrant or unusual hair colors and styles, such as pink, purple, blue, green, Mohawks, etc. and visible body piercing (other than ears, and/or discreet nose studs for religious or cultural purposes) do not convey a professional appearance to the public. In addition, excessive perfume and/or cologne can be offensive to others and/or cause allergic reactions.

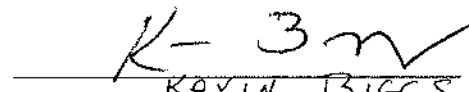
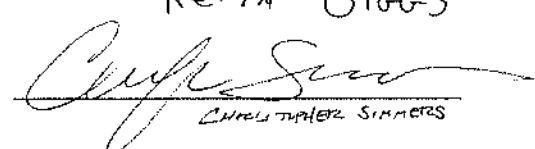
Attire and Regular Days Off (RDOs)

When BUEs come to the WPC on their RDO for the purpose of accruing overtime, the day may be treated as Casual or a Business Casual Day (not Weekend Casual) for attire at the discretion of the BUE, as they will be strictly working regular desk adjudication, and will not perform any counter, rotations, or outreach functions.

For Management


 Jessi Marias

 Angel Rivera

For the Union


 KEVIN BIGGS

 CHERYL TURKER SIMMERS
