



Dress Code Policy

Objective:

Employee appearance contributes to the Department of Human Services culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression of our colleagues, clients, and constituents.

Policy:

The Department of Human Services (DHS) encourages employees to always appear for work in attire considered to be "professional" and suitable for a business office. DHS recognizes that this can be accomplished with either traditional business attire or casual business wear. The intent of this policy is to establish a standard and to provide employees with some guidelines on what is inappropriate attire in the workplace, as well as some of the more common inappropriate items. These guidelines are not intended to be all inclusive, but rather should help set the general parameters for appropriate attire and allow associates to make intelligent judgments about items not specifically addressed.

Guidelines

The following list defines what is inappropriate for professional or casual business wear. The Department of Human Services is confident each employee will use his or her best judgment in adhering to this policy when selecting traditional business or casual business attire to wear to work. This is not an all-inclusive list; thus, management reserves the right to determine inappropriateness.

- Plain or pocket T-shirts
- T-shirts with logos
- Hip huggers or low-rise pants / skirts
- Shorts (walking shorts or Bermuda shorts)
- Athletic Wear / Workout Clothes or shoes
- Denim jeans
- Spandex or Lycra such as biker shorts or leggings
- Tennis shoes, flip flops, thong sandals
- Tank tops, tube tops, halter tops with spaghetti straps
- Deck shoes
- Beach wear
- Midriff or Off-the-Shoulder tops
- Provocative attire or attire with writings that can offend



Government of the Virgin Islands of the United States
DEPARTMENT OF HUMAN SERVICES

Office of Human Resources, Labor Relations & Payroll

Casual Fridays

At the discretion of the Commissioner, Casual Fridays may be approved. Black or blue jeans can be worn on Casual Fridays. However, "distressed" jeans or jeans with holes, rips, and tears are not permitted on Casual Fridays. Preference is for DHS Polo Shirts or blouses/shirts which are in line with our dress code. No Shorts are allowed on Casual Fridays. Staff in Units and Programs which wear uniforms must continue to adhere to their required work attire. Note: If staff must attend external business meetings, court hearings, or other external events, staff should wear attire in line with our usual dress code policy.

Variables

This policy does not apply to units/division within the Department that wear uniforms or have their own dress code policy. However, the uniform is expected to be neat and always worn in a professional manner.

Responsibility

Management

Department managers and supervisors are responsible for adhering to, monitoring, and enforcing this policy. **It is imperative that this policy be monitored and enforced in a fair and consistent manner.** This policy will be administered according to the following action steps:

1. If questionable attire is worn in the office, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If the occurrence of the policy violation is blatant, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire. In addition, on the first offense the employee will be asked to go home and change his/her attire immediately.
3. Repeated policy violations will result in progressive disciplinary actions.

A copy of this policy will be provided to all employees. The Department reserves the right to rescind, and/or amend this, and all Department policies, at any time, with notice.

Michael V. Trotman

Deputy Commissioner of Human Resources

02/29/2024

Date

Quell E. George

Commissioner

02/29/2024

Date