

Chapter: Conditions of Employment	<b>Effective Date: 7/15/16</b>
<b>Title: Dress Standards</b>	Page: 1 of 5
ACA: N/A	Replaces: PRS.02.50, 5/15/16

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) strives to create a comfortable, employee-friendly work environment by allowing:

- employees in direct-care positions to wear attire that is appropriate for the duties performed; and
- employees in non-direct-care positions to wear acceptable business-casual attire.

Employees must at all times project a well-groomed and professional image that is consistent with:

- their responsibility as a role model for TJJD youth;
- the job duties performed; and
- the general business community.

(b) **General Provisions.**

- (1) No dress code can cover all possibilities. An employee must exercise good judgment in choosing work attire. If an employee is unsure whether certain attire might be unacceptable for the workplace, it is the employee's responsibility to ask his/her supervisor before wearing the attire to work.
- (2) If, the first time it is worn, an employee's attire violates this policy but does not cause a workplace distraction that warrants sending the employee home to change, the employee's supervisor, either on the day the attire is worn or as soon after as is feasible, must:
  - (A) discuss the dress code policy privately with the employee;
  - (B) explain how the attire violates policy; and
  - (C) advise the employee not to wear the inappropriate item or a similar item to work again.
- (3) If an employee wears inappropriate attire after a supervisor has had a private discussion with the employee regarding the attire, or if an employee's attire causes a workplace distraction the first time it is worn, the employee's supervisor must treat the dress code violation in the same manner as any other violation of policy and take formal corrective action. In addition, the employee may be sent home to change clothes. The time required for the employee to go home and change clothes is not considered time worked.
- (4) Supplemental dress code and grooming policies and standards are not authorized. [Chief local administrators](#) or supervisors must enforce the standards established by this policy and may not set standards that exceed or diminish from the intent of this policy.

(c) **TJJD-Issued Shirts.**

(1) **General Requirements.**

- (A) Juvenile correctional officers (JCOs) I–V assigned to state-operated secure institutions must wear TJJD-issued shirts (i.e., agency-provided polo shirts or crew-neck T-shirts) at all times while on duty. With advance approval from the senior director of state programs and facilities, specific program areas may be granted an exemption from wearing TJJD-issued shirts.
- (B) TJJD-issued shirts may be worn tucked in or not tucked in.
- (C) If a shirt that extends beyond the collar or sleeves is worn beneath a TJJD-issued shirt, the undershirt must be white, black, or gray.

- (D) When necessary due to weather conditions, jackets that are in compliance with this policy may be worn over TJJJ-issued shirts.
- (E) An employee required to wear TJJJ-issued shirts must also comply with other applicable provisions of this policy relating to acceptable and unacceptable attire.

(2) **Restrictions on Use of TJJJ-Issued Shirts.**

An employee may not wear a TJJJ-issued shirt:

- (A) on the employee's days off;
- (B) during non-duty hours other than while:
  - (i) traveling to and from work; and
  - (ii) making appropriate convenience stops en route to and from work (e.g., gas station, grocery store);
- (C) in a business where the sale of alcohol for on-premises consumption is the primary business activity (e.g., nightclub);
- (D) in an adult-oriented business; or
- (E) with other attire that would be inappropriate to wear to work.

(3) **Issuing, Replacing, and Returning TJJJ-Issued Shirts.**

- (A) Four shirts are issued to a new employee upon or shortly after the date of hire.
- (B) The employee must:
  - (i) ensure the shirts are neat, clean, and maintained in good condition; and
  - (ii) return a shirt and request a replacement in accordance with established guidelines when a shirt is no longer appropriate for the work environment due to normal wear and tear or damage or when the employee requires a different size.
- (C) Shirts returned due to an [employee's separation](#) from employment or change in size may be used as replacement shirts. If no appropriately sized used shirts are available to an employee seeking a replacement shirt, a new shirt may be issued.
- (D) TJJJ-issued shirts remain state property and must be returned upon separation from employment.

(d) **Acceptable and Unacceptable Attire.**

The following sections describe acceptable and unacceptable attire in the workplace. The lists are not all-inclusive.

(1) **Specific Provisions for All Direct-Care Staff Members.**

The following provisions apply to all employees who are responsible for supervising or providing services directly to youth at a residential facility. Additional restrictions apply to these staff members because certain attire may pose a threat to the safety of staff and youth in the event of a youth assault or restraint.

- (A) The following items are permitted for direct-care staff members:
- (i) presentable jeans;
  - (ii) athletic shoes; and
  - (iii) appropriate athletic clothing (e.g., clothing that is suitable for a high school coach), if such clothing is necessary to perform the function of a particular job or assignment (e.g., a JCO assigned to the recreation program).
- (B) Direct-care staff members are encouraged to wear rubber-soled shoes.
- (C) The following items are not permitted for direct-care staff members:
- (i) inserted jewelry, including ear gauges, with the exception of one stud earring in each ear for women or men;
  - (ii) large neck chains, oversized belt buckles, pull-out grills, large rings, wallet chains, or jewelry attached to clothing;
  - (iii) scarves or neckties, with the exception of clip-on ties;
  - (iv) open-toed shoes; shoes with spiked, wedged, or high heels; or sandals or slip-on shoes without a back support or strap;
  - (v) fingernail jewelry; or
  - (vi) fingernails that extend more than one-quarter inch beyond the tip of the finger.
- (2) **Additional Provisions for JCOs.**

In addition to the provisions for all direct-care staff members given in (d)(1) above, JCOs may also wear agency-approved shorts. Agency-approved shorts must:

- (A) have an inseam no shorter than 10 inches for women and 13 inches for men;
- (B) be relaxed fit or loose fit; and
- (C) be one of the following colors: black, navy, or khaki.

(3) **Specific Provisions for Non-Direct-Care Staff Members.**

The following provisions apply to all employees who not are responsible for supervising or providing services directly to youth at a residential facility.

- (A) When conducting business in person with non-TJJD professionals, an employee must wear professional business attire. Professional business attire is clothing considered to be appropriate in a conventional, conservative business setting. Examples of such attire include suits, dresses, dress shirts, dress pants, sport coats, and blazers.
- (B) When an employee is not expecting to conduct business in person with non-TJJD professionals, he or she may wear business-casual attire. Business-casual attire is less formal in nature than professional business attire but remains appropriate for a conservative office environment. Examples of such attire include slacks, khakis, dresses, blouses, polo shirts, and presentable jeans.
- (C) On Fridays, an employee may wear a shirt representing a sports team and/or athletic shoes appropriate for the workplace, but only when professional business attire is not required.

- (i) The [chief local administrator](#) may grant approval to wear athletic shoes on any day when an employee's duties require physical exertion (e.g., loading/unloading or moving filing cabinets).
- (ii) An employee may wear athletic shoes on any day if the employee has a documented medical need.
  - (I) An employee requesting a temporary exemption must provide the local human resources administrator (HRA) with a [health care provider's](#) statement that supports the need to wear athletic shoes and covers a specific period not to exceed six months.
  - (II) An employee requesting a permanent exemption due to a [disability](#) must inform the local HRA of the disability, as required by [PRS.01.10](#).

(4) **Caps.**

- (A) A baseball cap may be worn by:
  - (i) any employee while outside on facility premises; and
  - (ii) a kitchen, maintenance, or warehouse worker during the performance of inside job duties or a security transporter during the performance of job duties, other than meetings or training sessions.
- (B) The bill of the cap must face forward at all times.
- (C) A cap must not display a graphic or slogan that projects an unprofessional image and must not violate other provisions of this policy relating to inappropriate attire.
- (D) When necessary due to weather conditions, suitable and appropriate cold-weather head gear (e.g., beanies) may be worn.

(5) **Inappropriate Attire for All Staff.**

Inappropriate attire for all staff includes the following:

- (A) attire that is noticeably wrinkled, torn, dirty, or stained;
- (B) jeans that have holes, that are frayed or are excessively faded, or that sag or otherwise fit inappropriately;
- (C) attire that is suggestive or contains suggestive, offensive, or derogatory slogans;
- (D) attire that promotes tobacco, alcohol, or drug use, advocates illegal/immoral conduct, or reinforces delinquent values;
- (E) T-shirts that have screen-printed or embossed graphics or slogans and do not project a professional image, with the exception of shirts representing sports teams allowed on Fridays for staff other than JCOs;
- (F) shirts that are excessively long and that extend down to the legs and are not tucked in;
- (G) tops that do not cover the shoulders, muscle shirts, midriff tops, halter tops, tank tops, backless tops, tops with elongated armholes, or any top that results in the display of undergarments, unless worn under another blouse, shirt, jacket, or dress with the result being that the shoulders and midriff are covered;

- (H) skirts or dresses that are shorter than or have a slit that is higher than the end of the employee's fingertips when standing;
- (I) sun dresses, beach dresses, and spaghetti-strap dresses;
- (J) leggings, unless worn under an appropriate skirt or dress;
- (K) attire that is see-through, low-cut (in front or back), or tight-fitting in a suggestive manner;
- (L) flashy athletic shoes, beach-style flip-flops, or sandals styled in the same manner as a beach-style flip-flop but made of different material; and
- (M) hats, bandanas, head coverings, or facial jewelry, including tongue rings, other than:
  - (i) baseball caps allowable under this policy;
  - (ii) items required for religious purposes or to honor long-standing cultural traditions, with advance approval from Human Resources; and
  - (iii) cold-weather headgear, such as beanies, allowable under this policy when weather conditions dictate.

(e) **Body Art.**

Body art must be covered at all times if there is a reasonable expectation that it would be considered suggestive, offensive, or derogatory.

(f) **Makeup, Perfume, and Cologne.**

- (1) Makeup must not be extreme to the point that it presents an unprofessional image.
  - (2) Perfume, cologne, and scented body lotions and sprays should be used with restraint and must not be overbearing. Employees may be asked to avoid wearing perfume, cologne, or scented body lotions or sprays if another employee is sensitive to the chemicals in them.
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