

## **We are a professional department.**

**May 2, 2005**

Part of improving our reputation is to make a better impression on the departments we work for. It seems that the number of visitors to MIS has been increasing over time. More meetings are scheduled here, users come out to discuss project plans, view demos, etc. Because this gives us more exposure to our "customers", we need to improve the dress code by allowing jeans only on Fridays beginning the week of May 2, 2005.

Although what you wear doesn't necessarily reflect your abilities or the quality/timeliness of your work, it does make an impression on people.

Monday thru Thursday please wear non-jean pants (or skirts/dresses for the women). Try to stay away from cargo pants, or any pants with the big pockets on the outside. If the pockets are neat and blend in with the pants (no bulging pockets) they may be worn. For the guys, a shirt with a collar or something nicer than t-shirt material. If you think you have a dressy T-shirt, ask about it, it may be ok. There are many dressy shirts for women without a collar, but not so much for men (before you complain, I have no control over the fashion industry or what they sell in stores). Polo shirts are fine for anyone as long as they are clean and decent looking. A dressy sweater doesn't have a collar, but would be ok as long as it isn't ratty looking. Just dress like you would for dinner at a nicer restaurant. That includes your shoes.

Sneakers don't go with dress pants, but are ok with jeans (if the shoes are clean and not ratty). Some black athletic shoes have a "dressier" look and are allowed, just ask. Dress sandals are ok, but nothing that you would wear to the beach. Sorry guys, but just like previous years, there aren't a lot of dress sandal options available for men in the stores (again, I don't have any control over what they sell).

If you do wear jeans on a Friday, they have to be dress jeans, clean, no rips, no holes, no tattered bottoms, etc. The shirt should be nice, fitting the above guidelines. No T-shirts or collarless shirts that don't fit the above description.

If you have a meeting on a Friday, jeans are ok as long as the entire outfit has a dressier look (this is what I've observed in other departments). If you don't follow this, you will lose the option to wear jeans to work on any day.

Exceptions: days you need to move equipment, get behind furniture for cables, etc. Just ask, or let me know. Since the Techs do this type of work on a regular basis, they may wear jeans any day of the week but still follow the guidelines for a shirt.

This dress code is not any stricter than what is required in most office settings or other City departments with office workers, and will not be a change for most employees of this department. I think all of us take pride in our work and our department, and would like our dept to have a better reputation, make a better impression.

Let me know if you have any questions.

Thanks!

ns

**6/7/04**

If you wear a shirt that is meant to be tucked in, please do so.

Dress/casual is ok as long as it is not sloppy. Hanging shirttails, ratty clothes, and dirty tennis shoes are not acceptable on a normal work day.

**Beginning Monday, Dec 1, 2003:**

T-shirts with pictures or lettering are not allowed. Dressier t-shirts are fine, as long as they are suitable to wear downtown. Some dressier shirts will have small lettering over the pocket area, which is ok. If you have questions about a shirt's acceptability, ask Nancy or Susan.

Pants should not have holes, or ripped/ torn/ frayed areas.

Sandals should be dress sandals, not something you wear to the beach.

If you have questions, ask Nancy or Susan. If you wear it and it is unacceptable, we will let you know you need to go home and change. Per union contract, the first time you are sent home to change will be paid, subsequent occurrences will be off the clock.

If you wear jeans to work, you need to have dress clothes available at work in case you need to change to go downtown, or to an unexpected meeting.