



**Negotiated Agreement Regarding Dress Code Policy  
New York Passport Agency  
October 12, 2010**



*This agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, effective July 20, 2009; hereafter referred to as the Master Agreement. This local agreement is subject to change to comply with any future national agreement between Passport Services and NFFE, National Union Management Committee agreements, or directives by Passport Services in conformity with Article 6, Section 8 and Article 12, Section 16(f)(i) of the Master Agreement.*

**WHY HAVE AN AGENCY DRESS CODE**

Proper attire fosters good customer service. It is common knowledge that the customer is more respectful of those who are professional both in demeanor and attire. This is especially so in cases where there is controversy or a customer's expectations will not be met. The *Master Agreement* between Passport Services and the National Federation of Federal Employees Local 1998 recognizes the need for good grooming and proper attire in passport agencies. *Article 6, Section 9 of the Master Agreement* stipulates:

*DRESS CODE/OFFICE ATTIRE: 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.*

*Employees will be permitted to wear the logo wear described in Article 6, Section 9, consistent with the rules described in this local agreement.*

## PURPOSE

*The purpose of this agreement is to develop a clearer, more detailed description of acceptable dress in the agency. It is hoped that the following information will make it easier for us to meet the standards. The standards discussed below are guides which all employees are expected to use in planning their work attire.*

## GOOD GROOMING

Respect for oneself and for our customers, both internal and external require that we all observe good grooming habits. This requires that we observe good hygiene, and make a presentable appearance. Offensive odors are not acceptable, nor are poorly kept beards. Sometimes, the appearance of poor hygiene may be the result of medical needs. We urge those in such situations to consult with their health providers. The Employee Assistance Program is also available to help (*see Article 33 of the Master Agreement*). Supervisors are expected to discuss questions concerning grooming and good hygiene with employees *in a setting and tone that respects the employee's privacy and dignity.*

## WORKING IN PUBLIC: MONDAY THROUGH THURSDAY

<u>Male attire – Monday thru Thursday</u>	<u>Female attire – Monday thru Thursday</u>
<ul style="list-style-type: none"><li>• A button down short or long sleeve shirt.</li><li>• Polo shirt (must have a collar)</li><li>• Casual pants (slacks)</li><li>• Clean shoes</li><li>• Ties are optional</li></ul>	<ul style="list-style-type: none"><li>• A short or long sleeve blouse)</li><li>• A sleeveless blouse (at least 1 ½ inch strap).</li><li>• Polo shirt</li><li>• Casual pants (slacks)</li><li>• A spaghetti strap or strapless blouse must be worn under another blouse or jacket</li><li>• Capri length pants</li><li>• Skirts of an appropriate length for work.</li><li>• Clean shoes</li></ul>

Employees are to use their discretion, tempered by good judgment during inclement weather.

WORKING IN PUBLIC: FRIDAY AND SATURDAY ("CASUAL FRIDAY")

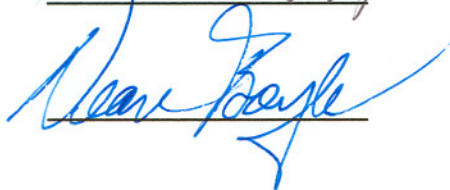
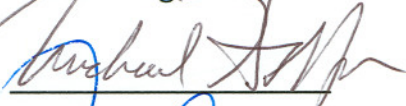
Although these are casual dress days, Monday through Thursday attire is acceptable.

- Turtlenecks, knit shirts (no undershirts).
- Clean presentable Jeans and slacks.
- Socks, clean casual shoes.
- Spandex slacks without tunic are not acceptable.

The New York Passport Agency Union/Management council has agreed on a relaxed dress code for employees in the public areas year round.

The effective date for this to begin is October 12, 2010. The relaxed dress code is from Monday through Thursday, and Fridays will remain as our dress down day.

For Management:



For the Union:

