

IDAHO STATE TAX COMMISSION
ADMINISTRATIVE POLICY MEMO NO. 13-10
(Replaces Administrative Policy Memo No. 11-03, dated May 4, 2011)

DATE: April 9, 2013

SUBJECT: Dress Code

PURPOSE: The purpose of the Dress Code policy is to ensure that all Idaho State Tax Commission (Tax Commission) employees present a professional image of themselves and in representing the agency by dressing appropriately for meetings, events, presentations, tasks, travel, etc. Professional image also means the agency expects employees to maintain good hygiene and grooming while working.

POLICY: Unless more professional attire is appropriate, Tax Commission employees may dress in what is considered “casual” attire. Casual attire should follow the same tailoring rules as for standard business casual attire, i.e., it should not be either excessively baggy or tight in fit, and it should not be faded, worn, or torn.

Tax Commission employees are expected to dress appropriately for the work that will be conducted regardless of the place or day of the week. If the employee expects to have contact with customers or attend activities that dictate a more professional appearance, they should dress in attire suitable for the situation. Likewise, it is acceptable for the employee to wear more casual or safety attire for work done in the field or after normal work hours when that is what the environment dictates and determined appropriate by management.

Exceptions Employees may wear plain or pocket casual t-shirts, and casual footwear such as athletic shoes, sneakers, or hiking boots:

- On Fridays.
- Theme days as deemed appropriate by the Commissioners.
- Where an employee’s job duties involve unique circumstances and justify accommodations to the dress code, deviation may be approved in advance by the Division Administrator/Program Manager or Field Office Manager.
- While traveling, if the employee does not expect to perform any other work activities for which casual attire would be expected.

Comfortably relaxed attire is the appropriate work attire for the Tax Commission which may be worn on any work day. All clothing should be clean, neat and wrinkle-free, and should not show signs of significant wear. These lists are not exhaustive, and are included to help employees make judgments about the appropriateness of similar items that are not specifically listed below.

Appropriate Work Attire – The following types of attire that are appropriate in the workplace includes, but is not limited to:

- Denim including jeans, khaki, chino, corduroy, cotton, and dress pants, slacks, capris (mid-calf), and skirts.
- Casual shirts including polo type shirts, button-down shirts,

sweaters, and turtlenecks. Does not include casual t-shirts.

- Casual dresses, skirts, and split skirts (“skorts”) should be at reasonable length to sit comfortably in the workplace and not more than 2” above the knee.
- Loafers; dress boots; heels; leather deck shoes; dress sandals, flats, or slip-ons.

Inappropriate Work Attire - The following types of attire are inappropriate in the workplace at any time, including Fridays:

- Sweat pants, jogging pants or suits, lounge pants or suits, shorts, bib overalls, or leggings.
- Hats, caps, or handkerchiefs worn on the head.
- Mini-skirts, dresses or skirts (more than 2” above the knee.)
- Low cut (front, back, or sides) blouses, tops or dresses.
- Sundresses or blouses with narrow or spaghetti straps.
- Halter tops, midriff length tops, camisoles, strapless, or tank tops.
- T-shirts with graphics or logos except for designated theme days deemed appropriate by the Commissioners.
- Casual footwear such as flip-flops, shower shoes, or slippers.
- Any clothing that is excessively worn, faded, frayed, torn or wrinkled.

Employees are expected to use common sense and good judgment in applying a dress practice that the Tax Commission deems conducive to its work environment. Employees are encouraged to ask their supervisor in advance if they have a question regarding the appropriateness of work attire.

**COMPLIANCE
AND
ENFORCEMENT:**

The employee’s immediate supervisor is responsible for enforcing this policy and for taking remedial steps necessary to ensure compliance.

1. In most cases, employees will be asked to not wear the inappropriate clothing item in the future, and will be allowed to remain at work for the remainder of the day.
2. If the supervisor deems that the attire is so inappropriate as to warrant it, the employee may be sent home to change clothes. In this case, the employee will be required to use vacation or compensatory time for this time away from work. The supervisor may allow the employee to flex his/her lunch hour time for this purpose.

EFFECTIVE: Immediately

APPROVAL: Adopted by the State Tax Commissioners on April 9, 2013.

DISTRIBUTION: This policy is will be distributed to all employees and published on Tax Insider.

EXPIRATION: This policy expires on April 9, 2017.