



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Staff Dress Standards

Section – Policy Number:

D: Personnel Management – 3.13

Supersedes:

Revision (02/09)
I-D-3.13 (04/02)
I-D-3.6 (3/00)

Effective Date:

01/08/2016

Date of Last

Review/Revision:

None

Related Standards and References:

- [Oregon Uniform Trial Court Rules](#) (Uniform Trial Court Rules 2013)
- Collective Bargaining Agreements: AFSCME Local 191; SEIU
- [OYA policy](#): 0-2.1 (Professional Standards)
 I-D-3.19 (OYA Identification Badges and Shields)

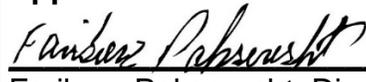
Related Procedures:

- [FAC I-D-3.13](#) Facility Dress Standards [Staff]

Policy Owner:

Human Resources Manager

Approved:


 Fariborz Pakseresht, Director

I. PURPOSE:

This policy provides workplace dress standards for OYA staff.

II. POLICY DEFINITIONS:

None.

III. POLICY:

OYA seeks to ensure the personal appearance of staff and volunteers is appropriate to their job duties/service, and related safety, sanitation, and security, while maintaining a professional public image.

OYA recognizes the important role of staff as state employees, and that staff, volunteers, and contracted service providers within OYA facilities serve as role models for youth in OYA custody. Both the citizens of Oregon and youth served by OYA rightly expect staff, volunteers, and contracted service providers to be professional at all times, including in their standard dress.

IV. GENERAL STANDARDS:

- A. While engaged in work duties, staff, volunteers, and contracted service providers working within local offices and facilities must conform to a professional standard of dress that reflects favorably upon OYA.

1. Work duties include attending training, traveling in state vehicles, or conducting business with members of the public while representing OYA.
2. The professional standard of dress may be affected by regional styles or job assignments, as defined in local protocols, but must, at a minimum, meet the standards of this policy.

B. Clothing standards

In all cases, staff, volunteers and contracted service providers working in local offices or facilities are subject to the following standards.

1. Clothing must be clean and neat in appearance and conform to accepted health, safety and security standards applicable to the staff's work assignment.
 - a) Where applicable, staff must conform to "conditions of employment" regarding dress and grooming.
 - b) Staff with official workstations housed in co-managed facilities/offices or ancillary workstations within facilities will conform to the standard of dress in that facility.
 - c) OYA must ensure contract language reflects dress standards so contracted service providers working within facilities will conform to the facility dress standards.
 - d) Facility staff must also follow facilitywide procedure [FAC I-D-3.13](#) Facility Dress Standards [Staff].
2. Clothing must not contain inappropriate written messages and must not expose the midriff, thigh, back, have revealing necklines, or be torn.
 - a) Inappropriate written messages include offensive or suggestive words or slogans, gang signs or symbols, or alcohol/drug product advertisements. Brand name logos are permissible, providing they conform to applicable safety and security standards.
 - b) Casual clothing such as sweat suits, jogging suits, shorts, baseball or other casual caps may be worn only with supervisor/manager approval. Cut-off shorts and ragged jeans are not considered appropriate attire.
3. State-issued clothing and identification badges must be worn only during work hours, including travel to and from work assignments, and in accordance with local protocols.

4. Staff wearing the OYA logo in public, including state-issued clothing and identification badges, must be sensitive to public perception and maintain an appropriate public image as representatives of state government and OYA.

The OYA logo may not be visibly worn in taverns, bars, marijuana dispensaries, liquor stores, or while purchasing or consuming alcoholic beverages or marijuana.

5. State-issued clothing and identification badges are considered “employee assigned property” according to OYA policy I-C-1.0 (Property Control) and must be accounted for on OYA form YA 8110 (Employee Assigned Property), and disposed of according to that policy.

- C. In some instances, appropriate dress is determined by professional standards accepted within a particular work setting, including:

1. Courtroom

Staff must conform to courtroom standards (Uniform Trial Court Rules and local courtroom standards). Blue jeans are typically not appropriate.

2. State Capitol

Staff appearing at the state Capitol must wear appropriate professional business attire, such as slacks, ties, dresses, skirts, or suits. Blue jeans are typically not appropriate.

3. Administrative offices

Staff are expected to exercise good judgment in selecting their work attire, and must dress suitable to their work assignments for the day.

Staff working at the administrative level must be cognizant of visits from other agency executive staff, members of the legislature, or the public, and must dress accordingly. Clean athletic shoes free of holes/tears and sandals may be appropriate; however, beach-style flip-flops are not.

- D. Performance measure

1. Supervisors/managers must ensure staff, volunteers, and applicable contracted service providers conform to the standards of this policy, including correcting inappropriate dress, when necessary.

2. Staff may grieve or appeal such judgment to the next higher level of supervision for review.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO