



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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DEPARTMENTAL DIRECTIVE
NO. 230.20*

1 August 2018

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
DRESS CODE POLICY

1. **PURPOSE:** This Directive prescribes the policy for appropriate dress and clothing for the New Jersey Department of Military and Veterans Affairs (DMAVA). As a department that consistently interacts with the public, elected officials, military, and veteran organizations, it is imperative to maintain the most professional workplace possible. This Dress Code Policy ensures and delineates what shall be the acceptable and appropriate standard of dress and personal appearance for DMAVA full and part-time staff, NJ National Guard civilian employees, State-contracted individuals, and temporary hires of the Department.
2. **POLICY STATEMENT:** DMAVA requires that each Division or facility establish a uniform dress code for their employee that is appropriate to their job function. This dress code provides for the safe, proper and efficient discharge of their duties, and that the individual's personal appearance upholds the respect, trust and confidence of our State's citizens. Additional requirements may be added related to each Division or facility needs, however this Directive shall be considered to meet the minimum requirements.
3. **APPLICABILITY:** This Policy applies to employees affiliated with the New Jersey Department of Military and Veterans Affairs. The term employee includes DMAVA full and part-time staff, NJ National Guard civilian employees, State-contracted individuals, and temporary hires of the Department.
4. **OBJECTIVES:**
 - a. The intent of this policy is to set forth guidelines that will allow employees flexibility and comfort in their manner of dress without compromising DMAVA's need to maintain a high level of professionalism in the workplace. **There are no requirements in this Policy for the purchase or maintenance of standard uniforms.**
 - b. Employees are expected to wear proper attire which is neat and clean, not faded or torn, and is professional in appearance. This policy identifies appropriate and inappropriate attire; however employees should remember that good judgment must prevail when determining appropriate attire on any given workday.
 - c. Employees are expected to dress in a manner that is appropriate to their job function, and that promotes professionalism, consideration, and respect for the public and co-worker. Clothing must be neat, clean and appropriately fitting. Employees should dress in a manner that reflects appropriately on their position, the organization, and the State which they represent.

* - *This Directive supersedes Departmental Directive No. 230.20, dated 27 June 2017*

5. STANDARDS AND PROCEDURES:**a. Inappropriate Attire:**

- (1) In order to maintain a professional workplace, certain clothing will be considered inappropriate to conduct DMAVA business.
 - (2) Examples of inappropriate attire and clothing within a professional workplace environment:
 - (a) T-shirts or any clothing with political messages or obscene, offensive and/or crude language, expressions or images, “statement” t-shirts, “logo” t-shirts, or advertising t-shirts (Shirts distributed by DMAVA, the Veteran Memorial Homes, Youth Challenge, Veterans Haven, Military etc. are acceptable).
 - (b) Tank tops, halter tops, tube tops, or bare mid-drifts.
 - (c) Shorts of any type.
 - (d) Micro-mini skirts, mini-skirts, micro-mini dresses or mini dresses.
 - (e) Sneakers, house slippers or bedroom slippers.
 - (f) “Flip-flops,” beach, shower or pool shoes.
 - (g) Sweat suits or sweatshirts/sweatpants, or other exercise/athletic attire unless worn during approved physical training times.
 - (h) Non-religious or non-medically necessary head coverings such as hats, caps, scarves, etc.
 - (i) Clothing that is ragged, torn, cut, frayed, or otherwise having holes, or that is in poor repair or dirty.
 - (j) Shirts worn unbuttoned or open more than two (2) buttons from the neck.
 - (k) Garments which are excessively tight or revealing.
 - (l) Undergarments worn as outerwear including undershirts.
 - (m) Jeans of any type or color.
 - Exemptions:
 1. Jeans are approved on “Dress Down Day” (refer to 5.d below).
 2. Jeans are approved for employees who routinely perform manual labor as part of their daily duties.
 - (n) Excessive jewelry, beads, wristbands, etc.
 - (o) Sneakers of any kind, unless worn during approved physical training times.
- (3) If an employee is unsure whether a particular piece of attire is inappropriate, he or she should not wear that particular article of clothing.

- (4) A Division Director may authorize the wearing of informal clothing such as clean jeans, work-style shirts, and sneakers or boots on a distinct occasion when an employee is engaged in such manual work as re-organizing file cabinets, moving office furniture, or packing materials. This also includes special events.

b. Appropriate Attire:

- (1) The following appropriate attire should be worn by senior and management staff (e.g. Commissioner, Deputy Commissioner, Chief, Directors, etc.):
 - (a) Suits or sports coats/blazers with tie, dress slacks, dress shoes, dress shirts
 - (b) Dresses, dress slacks, dress shoes, skirts, blouses
- (2) The following should be worn by supervisors and administrative staff:
 - (a) Shirts with collars, slacks/khakis
 - (b) Blouses, slacks/khakis, shirts, dresses
- (3) If an employee is unsure whether a particular piece of attire is appropriate, he or she should not wear that particular article of clothing.

c. Violations of Policy:

- (1) Violations of the Dress Code Policy may result in formal disciplinary actions, up to and including removal.
- (2) The failure of supervisors to take appropriate corrective action when he or she observes a subordinate employee wearing inappropriate attire may subject the supervisor to disciplinary actions, up to and including removal.

d. Dress Down Fridays:

- (1) Every Friday, DMAVA staff may dress down unless they are required to attend business functions where “dress down” attire is not acceptable and are required to follow “b” above.
- (2) On Dress Down Friday, DMAVA staff may wear jeans, t-shirts or other shirts without collars, and sneakers, but they may not wear Inappropriate Dress as described above (with the exception of 5.a.(2)(e) and 5.a.(2)(m) above, as jeans and sneakers are allowed).

e. Management Responsibilities:

- (1) To ensure that employees are provided this policy and sign a receipt acknowledging they were offered a copy.
- (2) To ensure that all employees adhere to the guidelines set forth.
- (3) To ensure that appropriate action is taken if an Employee comes to work dressed inappropriately, shall be required to:
 - (a) Provide the employee with written counseling at the first violation.
 - (b) Send the employee home with instructions to change into appropriate work attire.

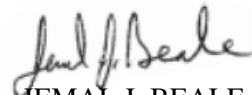
- (c) The employee will be charged with leave until they return to work in appropriate attire.
- (4) To ensure that all employees understand that subsequent offenses shall be subject to National Guard TPR-752- Discipline and Adverse Action or the provisions of Departmental Directive No. 230.05- DMAVA Corrective and Disciplinary Action- E.1. Violation of a rule, regulation, policy, procedure, order, or administrative decision.
- (5) To ensure that all front line managers and supervisors fulfill their responsibility to properly administer the Department's dress code.

f. Employee Responsibilities:

- (1) To become knowledgeable with the content of this Policy.
- (2) To wear clothes appropriate to their job function and in keeping with this Policy
- (3) To wear footwear that provides protection necessary in the performance of his or her duties. Footwear should not interfere with the ability of the employee to respond to hazards and/or emergencies in the work place.

The proponent offices for this Directive are:
The Director, Human Resources, DMAVA and J1-HRO.
Users are invited to send comments for improvements to:
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