

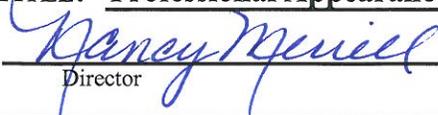
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**IDAHO DEPARTMENT OF PARKS AND RECREATION  
POLICY AND PROCEDURES MANUAL**

**PROCEDURE TITLE:** Professional Appearance for Non-uniformed Employees

**APPROVALS:**

  
Director

HUMAN RESOURCE OFFICER  
Policy Owner

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**1.0 PURPOSE:**

Personal appearance creates the first and sometimes only impression the public has concerning our Department. While it is the intent of IDPR that employees are comfortable while at work, the professional image of our Department is communicated, in part, by the appearance our employees present to customers, vendors, partners, and the public in general.

Employees who wear field uniforms will follow the uniform guidelines set forth in the Operations Division, VI-80 Personnel Uniform Code. Employees of the Recreation Bureau working out of the office will follow their bureau uniform policy. All non-uniformed employees should wear attire that is appropriate to their work area, but that still communicates professionalism. Professional appearance also includes an expectation that employees maintain good hygiene and grooming while on work hours. Supervisors may request employees with multiple body piercings to refrain from wearing excessive jewelry while at work.

**2.0 The following guidelines will help employees and supervisors understand acceptable attire for non-uniformed staff.**

1. Choose clothing and shoes that are appropriate for the work being performed and communicate professionalism.
2. Consider your workday schedule. More formal business attire may be required when meeting with outside agency staff, constituency groups, legislators, etc. A suggestion is to keep some key pieces of clothing in your office should a meeting be scheduled with little notice.
3. All clothing should be clean, pressed, wrinkle-free, not excessively worn or torn, and without holes or frayed areas. Anything you might wear to the gym, camping, or doing yard work, leave at home.
4. Clothing may differ based on various business needs of certain bureaus or programs. Please consult your supervisor to determine appropriate attire for your bureau or program.
5. Consider specific events you may attend while on work hours. For example, attending a Board meeting may require more formal business attire than everyday work.
6. When in doubt, don't wear it. The clothing you wear should not make you or anyone you work with feel uncomfortable. Check with your supervisor before wearing something if you have any doubts.

**3.0 Acceptable and Unacceptable Attire for Non-Uniformed Staff:**

### **3.1 Footwear:**

1. Loafers, boots, flats, dress sandals, leather deck shoe and athletic shoes are acceptable.
2. All shoes must be in good repair, clean, and not overly scuffed or worn out.
3. Toenails must be clean and trimmed if wearing open-toed shoes.
4. Inappropriate shoes include flip flops (rubber or swimwear style), river sandals, and slippers.

### **3.2 Pants:**

1. Jeans, including blue jeans, may be acceptable depending on the activity of the bureau or program and the supervisor's approval.
2. Inappropriate attire includes overly worn or torn blue jeans, sweatpants, shorts of any kind (Capri pants are acceptable), bib overalls, spandex, lycra, leggings or other form-fitting pants.
3. Any pants that are excessively worn, torn, faded, ripped, or frayed are also inappropriate.

### **3.3 Shirts:**

1. Casual shirts with collars, golf or polo shirts, sweaters, and turtlenecks are acceptable.
2. Inappropriate shirts include T-shirts (unless it has an IDPR logo on it), any shirt with an inappropriate or offensive message or graphic, tops above the midriff (cropped tops) or worn off the shoulder, halter/strapless tops and tank tops unless worn under a blouse or shirt or jacket.
3. Employees who have a primary job function of meeting and greeting the public on a daily basis shall wear collared shirts with the IDPR logo. This includes personnel at the front desk in headquarters as well as personnel in the visitor's centers in parks. Shirts will be provided to eligible employees with bureau chief approval.

### **3.4 Dresses and Skirts:**

1. Casual dresses, skirts, or culottes are acceptable as long as they are not form-fitting or shorter than appropriate for an office environment.
2. Strapless or spaghetti-strap dresses should not be worn to the office unless worn under a blouse/shirt or jacket.

### **4.0 Volunteer Uniforms: please see Volunteer Policy for information on dress code and uniforms for volunteers.**

**5.0** If employees require a reasonable accommodation regarding their dress for bona fide health and/or religious reasons, they need to contact their supervisor or Human Resources to discuss any potential exception to this policy and guidelines.

**6.0** All employees should practice common sense rules of neatness, good taste, and comfort. IDPR reserves the right to determine appropriate dress at all times and supervisors may send employees home to change clothes should they determine their dress is not appropriate.