PROFESSIONAL APPEARANCE

EFFECTIVE JULY 1, 2017

Employees of the Office of the Comptroller of the Treasury strive to meet the highest standards of professionalism. A key aspect of professionalism is maintaining a professional appearance while in the work environment. Employees contribute to our office culture and reputation in the way they present themselves. A professional appearance is essential to cultivating a favorable impression with customers, auditees, officials and colleagues. Personal presence and appropriate dress reflect employee pride and inspire confidence.

The purpose of this policy is to provide employees with guidelines for professional appearance during business hours. Employees of the Office of the Comptroller of the Treasury are required to dress “business smart.” Business smart means dressing with your workday in mind. Therefore, while employees are expected to dress in business attire, there are certain workdays that require employees to dress in business professional attire. Examples of events that require business professional attire include, but are not limited to, legislative hearings and meetings, court appearances, audit committee meetings, and certain meetings outside the office. Employees may also choose to wear business professional attire the entire week.

The lists of appropriate and inappropriate attire below are not intended to be all-inclusive. Questions will occasionally arise about whether an item is appropriate. If the item is questionable, then it is probably not appropriate for the office. If a questionable item is required for medical reasons, the employee must provide documentation from a medical professional explaining the need.

**Business Professional Attire – Men (As Needed)**

Appropriate business professional attire for men includes suits with ties, dress shirts, sport coats or nice sweaters, and dress shoes.
Business Professional Attire – Women (As Needed)

Appropriate business professional attire for women includes suits, business dresses, dress shirts or blouses, blazers or jackets, coordinated dressy separates, and dress shoes.

Business Attire – Men

Appropriate business attire for men consists of a neat, clean, and conservative attire that is appropriate for a professional business office. This includes dress khakis or slacks, nice sweaters or tucked in collared shirts (such as button downs or solid color dress polos), and dress shoes or business appropriate footwear.

Business Attire – Women

Appropriate business attire for women consists of a neat, clean, and conservative attire that is appropriate for a professional business office. This includes dress khakis or slacks, dresses, nice sweaters, tucked in collared shirts (such as button downs or solid color dress polos), coordinated dressy separates, skirts of appropriate length, and dress shoes or business appropriate footwear.

COT Logoed Apparel

Employees also have the option of wearing Comptroller logoed apparel as part of appropriate business professional attire. Logoed apparel can be purchased through our official online store.

Inappropriate Attire (All Days)

✔️ T-shirts and tank tops
✔️ Flip flops, casual sandals, tennis shoes and other casual footwear
✔️ Tight or revealing clothing, including leggings worn as pants, and any other clothing made of spandex or similar materials
✔️ Shorts
✔️ Sweat suits, warm-up suits, sweatshirts and zip ups with hoods
✔️ Overalls
✔️ Camouflage
✔️ Caps, hats, beanies and toboggans
Division Specific Attire

This policy is considered a minimum. Division Directors have the discretion to require business professional dress. Division Directors may permit jeans, colored denim, or chambray on Fridays when the General Assembly is not in session.

For those employees working in the field, business professional or logoed apparel is required when meeting with local government officials or agency heads.

Employees must remember their dress, appearance and behavior should all reflect the professionalism and standards of the Office of the Comptroller of the Treasury. Any employee who does not dress business smart will be required to take corrective action, which may include leaving the premises to change clothing before returning to work. Absences for reasons related to inappropriate attire will be deducted from the employee’s annual or compensatory leave balance or taken as leave without pay, if the employee has little or no balance. Repeated disregard of this policy may result in corrective action, up to and including termination of employment.

Each employee has the personal responsibility to dress business smart. Management is responsible for monitoring adherence to the policy. Questions or complaints may be directed to the Human Resources section of the Office of Management Services or to the General Counsel.