

Mike Beam, Secretary

Laura Kelly, Governor

Dress Code and Personal Appearance of Employees

It is the policy of the Kansas Department of Agriculture (KDA) that each employee's dress, grooming and personal hygiene be appropriate to his or her work situation. It is the responsibility of each employee to use good judgment in the clothing they wear to work and the responsibility of each supervisor to share this policy with each employee and ensure it is followed.

Guidelines

- a. Employees must wear shoes and clothing which are safe and appropriate to perform assigned job tasks.
- b. Employees in all KDA offices are expected to wear professional attire, which includes business and business casual clothing. For men this usually means suits, slacks or khakis, and shirts with collars. For women this usually means suits, dresses, skirts, slacks of any material (except denim), capris, or khakis with an appropriate blouse, sweater, or jacket. DWR field office employees should dress appropriately for planned trips to the field, and keep a spare pair of jeans and shoes in the office for unplanned field trips.
- c. Inappropriate non-professional items of attire may include denim jeans of any color, rompers, shorts, skirts, cutoff jeans, t-shirts with or without sayings, tank tops, midriff-bearing shirts, sweat suits, or other gym attire. Employees should use common sense about the difference between weekend and work attire.
- d. Many employees work outside the office in agricultural and or business settings. When it is appropriate to wear jeans, employees may wear jeans without tears or holes. They should wear shirts with collars and should not wear hats with sayings or any type of clothing bearing the logo or slogans of any other organization other than KDA or a sports team. Office employees who must do "dirty" work-like moving or reorganizing office areas-may wear jeans or clothing appropriate to the task. Prior permission from the supervisor must be granted and such days should be scheduled in advance.
- e. When coming to meetings in the Manhattan or Topeka offices, field staff should wear professional attire as set forth in section (b).
- f. . Whenever required or recommended because of the specific task assigned or the location of the task, the use of safety apparel or equipment shall be mandatory for all employees.

Supervisors' Responsibilities

All supervisors are responsible for sharing this policy with their employees and ensuring that it is followed. If a supervisor in a particular area fails to comply with the requirement to enforce the dress code, he or she will receive an official reprimand.

Employees' Responsibilities

Employees are responsible for following the dress code. The first offense may result in the employee being sent home to change and being required to use annual leave for that purpose. Progressive discipline may be implemented if a second failure to follow the dress code follows the first.

Exceptions to the dress policy, such as holidays, or other designated jean days must be approved by the administration prior to the event.

Michael M. Beam

Michael M. Beam, Secretary of Agriculture

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Date

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