

Business Casual Dress Code

Purpose

TRS recognizes the growing popularity of casual business dress and has adopted business casual attire as its primary standard of dress.

It is management's intent that work attire and personal grooming should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate "business casual attire" for wear during working hours Monday through Friday.

Applies To

All full- and part-time TRS employees, including college interns

General Statement

The professional atmosphere at TRS is maintained, in part, by the image that employees present to active and retired members and other individuals of the public. Employees who meet with members or attend formal meetings and outside events where traditional business attire is common and more appropriate should use good judgment in choosing their attire. When TRS Board meetings are in session, formal business attire is required for management staff and participating employees. Although business casual attire is acceptable, employees who feel more comfortable wearing traditional business apparel may certainly continue to do so.

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If an employee comes to work in inappropriate dress, the employee will be required to go home, change and return to work. An employee will be required to use his or her personal leave accruals to do so.

If an employee has a body odor offensive to others in the workplace, Organizational Excellence staff should discuss the issue with the employee in private. An offensive body odor may result from poor hygiene, excessive application of a perfume or cologne, or other causes. If the problem persists, managers, with assistance and guidance from Organizational Excellence, should follow the normal corrective action process.

Implementation

Ensuring proper adherence to this dress code is the responsibility of division management. Division management may implement stricter or more casual dress code standards based on business needs. The keys to sustaining an appropriate business casual attire program is common sense, good judgment, and a dress practice that TRS deems conducive to our business environment. If you are unsure about the appropriateness of your attire, it probably is inappropriate.

Requests for guidance in administering or interpreting the dress code should be directed to the Chief of Organizational Excellence or his or her designee.

Appropriate Attire Required

As a rule, the type of dress that is appropriate depends upon the area in which you work. Regardless of the article of clothing, employees must avoid wearing anything to the office that is excessively worn, frayed, wrinkled or is more suited for the gym, beach, or nightclub. The following dress code lists are a reference for what is considered acceptable and unacceptable for all employees, except those working in positions that require uniforms and/or other safety apparatus be worn in the course of their duties.

Unacceptable Attire at All Times

- Dresses and skirts (above mid-thigh)
- Evening or cocktail wear
- Visible undergarments
- Revealing halters, tube tops, or plunging necklines
- Clothing exposing the midriff
- T-shirts with inappropriate sayings or pictures, novelty designs (e.g., cartoons, TV shows, political slogans, musical groups and other commercial products, logos or themes)
- Muscle shirts
- Pants worn far below the waist
- Beachwear, including water shoes
- Provocative attire
- Workout clothes
- Cutoffs
- Sleepwear (including house slippers)
- Spandex or Lycra (e.g., biking shorts)
- Hot pants or shorts (other than knee-length dress walking shorts)

Monday Through Friday Business Casual

Acceptable

- Dress pants (Dockers-style)
- Dress shirts
- Blazers or sport coats
- Blouses
- Skirts reaching to mid-thigh or lower
- Dress shoes or boots
- Jeans

- Sandals
- Leather or canvas shoes
- Sweaters and cardigans
- Stockings
- Coats and ties
- Polo or golf shirts with collars
- Sweaters
- Pantsuits
- Leggings with oversized shirts to mid-thigh
- Capris and ankle pants
- Knee-length dress walking shorts or skorts
- Flip-flops (not beachwear)
- Athletic shoes

This policy does not constitute a contract, a promise or guarantee of employment, or a guarantee of access to TRS premises or information resources, as applicable, and may be modified, superseded, or eliminated by TRS without notice to the employee.