

Dress Code – Wyoming Department of State Parks and Cultural Resources (SPCR)–
Revised 1/16/15

POLICY:

As public employees serving all of the citizens of the state of Wyoming, our appearance on the job should honor the public trust and the investment of public funds that guide our service and support our employment.

Consequently, while on the job, all agency full time, part time, contract employees and interns will present a professional appearance that is appropriate to each of the wide variety of job duties and positions within the department. Work attire shall be clean, neat, in good repair, and a compliment to the office. Work attire shall be free of inappropriate and/or offensive language or images.

Determinations of the appropriateness of attire shall be at the judgment and discretion of employees' supervisors based on the standards expressed above.

Jeans are not considered acceptable professional attire in the office workplace.

"Jeans Friday": Employees may wear jeans in the office workplace on Fridays.

SPECIAL CONSIDERATION:

Employees of the Division of State Parks, Historic Sites and Trails who are required to wear uniforms while on the job will follow the approved Uniform Policy for the Division.

Accommodations for medical reasons will be allowed but must be pre-approved by your supervisor. If the timing of a medical reason does not allow pre-approval, employees are asked to make their best attempt to notify their supervisor at the earliest opportunity.

Accommodations for cultural and/or religious reasons may be allowed and will be considered on a case-by-case basis.

ENFORCEMENT:

Employees wearing inappropriate attire will be asked to immediately comply with this policy.

Requests for exceptions to or for clarifications regarding this dress code will be submitted to employees' immediate supervisors, who will forward them to the appropriate Division Administrator for consideration.

Willful and/or repeated violation of this policy constitutes insubordination and will be managed according to Wyoming Personnel Rules.