**NEVADA DEPARTMENT OF AGRICULTURE**
**PERSONAL APPEARANCE**
**POLICY #AG-1-HR-17**

## PURPOSE:

To establish general guidelines to employees on personal appearance expectations of the Department of Agriculture.

## POLICY:

It is the policy of the Department of Agriculture that employees maintain a personal appearance that meets the duties and responsibilities of the job being performed. Appearance is a form of self expression and the goal is not to control or dictate employees' choices, but to ensure a balance of professionalism, safety and comfort in the work environment.

## SCOPE:

This policy applies to all employees of the Department of Agriculture.

## REFERENCES:

Nevada Administrative Code (NAC) 284.650, and 284.770 and Department's Prohibitions and Penalties.

## RESPONSIBILITY:

1. Employees shall be responsible for:
    a. Complying with the guidelines contained in this policy and when uncertain, seeking guidance from supervisor.

2. Supervisors and/or Division Administrators shall be responsible for:
    a. Ensuring all employees are made aware of the guidelines provided in this policy and promptly advising employees of any violations to these guidelines.
    b. Taking appropriate disciplinary action for continued non-compliance that affects the department's professional reputation, causes a safety violation, or is proved to be offensive to others.

3. Agency Human Resource Services (AHRS) shall be responsible for:
    a. Providing assistance to employees, supervisors and managers in the interpretation and application of this policy.

**PROCEDURES:**

The Department of Agriculture is a professional organization where employees have regular contact with the public and state and other government officials. It is important that Department employees maintain a professional image.

1. Employees' personal appearance shall be neat and clean while on duty. Torn, dirty, stained or frayed clothing is unacceptable and can be viewed as unprofessional and/or unsafe.

2. All employees shall maintain a clean and groomed appearance, including hair and beards. Long hair and beards must be pulled back and secured when operating or working around machinery or equipment or where clear view is essential in performing duties.

3. Clothing should be appropriate according to:
    a. Job duties
    b. Season of the year
    c. Occasion
    d. Safety requirements

4. In most cases, the following informal business attire is appropriate:
    a. Coordinated slacks, skirts, shirts and blouses with collars and sleeves;
    b. Socks or other hosiery and shoes appropriate to job and occasion;
    c. Blue jeans or related work wear that is not stained, dirty or torn.

5. For business activity which is outside the office for audits, meetings, training sessions, hearings, appearance before the Legislature or Commissions, appearance before the Board of Agriculture, or other activities of a professional nature more formal business attire is required in keeping with your professional status and responsibility to represent the Department.

6. Casual Dress Day
    a. Casual dress is authorized on Fridays for all employees. Employees should continue to maintain a neat and clean appearance.
    b. Casual dress is not authorized for employees whose duties that day will require formal contact with the public, businesses or government officials outside the department.

7. Director's Power to Authorize Exceptions
    a. The Director may authorize limited exceptions to this policy for special occasions and events, such as Reno Rodeo Week, Nevada Day, Halloween, etc.

8. Attire that is expressly prohibited by the Department includes:
    a. Clothing with any advertising or political statements;

b. Clothing that reveals body parts, such as midriff, cleavage, or exposed underwear;
c. Spandex or Lycra materials such as biking/racing shorts, or other clothing that fits too tightly;
d. Any attire displaying drugs, alcohol, pornography and other non-professional logos or statements;
e. Rubber sandals more commonly known as flip-flops;
f. Shorts (knee length shorts may be acceptable based upon job duties being performed, and with approval of employee's supervisor); and
g. Tank top shirts

9. No dress code can cover all contingencies. Employees must exercise good judgment in their personal hygiene and their choice of clothing to wear to work. If an employee is uncertain about what is appropriate, he or she should ask his or her supervisor.

10. If an employee fails to meet the guidelines established in this policy and as determined by his or her supervisor, the employee may be sent home to change for the first offense. If the problem continues, the employee may be subject to disciplinary action.

**POLICY COMMUNICATION:**

All supervisors and managers of the Department of Agriculture will provide their employees with a copy of this policy. Employees needing clarification should contact their supervisor or AHRS for assistance.

**DIRECTOR'S POLICY AUTHORIZATION:**

Jim R. Barbee, Director

3/28/13
Date

**APPROVED BY THE BOARD OF AGRICULTURE ON March 26, 2013.**
Effective Date

*This policy is not a substitute for relevant law or regulation nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with the state law and the Rules for State Personnel Administration (NRS & NAC 284).*