



New Orleans Passport Center Negotiated Agreement Casual Dress Code



March 16, 2022

This dress code/office attire agreement for PPT/NO is entered into pursuant to Article 6, Section 10 of the Master Agreement between Passport Services and the National Federation of Federal Employees – Local 1998, effective December 2018; hereafter referred to as the “Master Agreement.”

The New Orleans Passport Center will follow a **Casual Dress** policy on all workdays. In the event/ situation that a **Business Professional Dress** or **Business Casual Dress** is requested, you will be notified by Management forty eight (48) hours in advance. Situations that may dictate this policy include participation in counter work (including backup personnel for the counter), specific outreach events, and/or visits from Congressional Representatives, Regional Directors, and above. All employees are welcome to dress in business attire on any given day.

Acceptable Casual clothing includes:

- Jeans/slacks (not torn, dirty, or frayed)
- Capri pants (which fall below the knee)
- Casual shirts, dress shirts, sweaters, tops, golf/polo shirts, and turtlenecks
- Clothing bearing the logos or insignias of DOS, Passport Services, the regional office, the AFL-CIO, the IAMAW, NFFE, and/or Local 1998
- Clothing bearing the logos or insignias of the U.S. military and other local/state/Federal governmental entities
- Sneakers

Acceptable Business Casual clothing includes:

- Dress shirts (tie is optional), collared shirts/sweaters bearing the logos of the Department of State, Passport Services, the Regional Office, the AFL-CIO, the IAMAW, NFFE, or Local 1998
- Blouses
- Dress pants or dress capri pants (which fall below the knee)
- Skirts and dresses
- Dress shoes/sandals

Acceptable Business Professional clothing includes:

- Suits and ties
- Dress shirts
- Blouses
- Dress pants
- Skirts and dresses
- Dress shoes/sandals

In general, additional guidelines:

- Clothing and footwear should be clean, laundered, and in good repair.
- T-shirts and sweatshirts with professional sports-team logos are allowed on casual days for all employees.
- Hosiery is optional.
- No shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans (i.e. drug, tobacco, and alcohol references, inappropriate language).
- No shorts. (Unless working on a Saturday or a Sunday)
- No strapless or low-cut tops and no uncovered tank tops. (Unless working on a Saturday or a Sunday)

Weekend Overtime Dress

When working overtime on the weekends and the public is not present, you may dress casually and comfortably. Clothing should not reveal too much cleavage, your back, your chest, your stomach, or your underwear. Clothing should not have any words, terms, or pictures that may be offensive to other employees.

Implementation/Administration:

The employee's supervisor/manager will address any situation in which inappropriate attire is worn and/or any exceptions to the dress standard.

If an obvious violation occurs, the supervisor/manager will hold a personal, respectful, private discussion with the employee to advise the employee regarding the inappropriate attire, the employee may be

required to leave work or their workstation to change their attire and may be required to take annual leave or LWOP away from work.

Reopener

This agreement will be in effect for a minimum of “two (2) years” from the date of execution. During the term of the agreement, the agreement or any part of the agreement may be opened by mutual agreement of the parties. During the term of the agreement, the agreement will also be subject to change to comply with any future National agreements between Passport Services and NFFE, National Union Management Committee Agreements, or directives by Passport Services issued in conformity with Article 6, and Article 12 of the Master Agreement. After “two (2) years” either party may reopen this agreement at any time by notifying the other party in writing in accordance with Article 12 of the Master Agreement.

Distribution:

All employees will be provided an email copy of this policy and it will be posted to the NOPC SharePoint site.

BUEs are permitted fifteen (15) minutes of official Union time to review this agreement.

FOR THE PARTIES

NFFE Debra Reese-Jolly
Debra Reese-Jolly
NO Senior Steward

NFFE Lionel Saucier
Lionel Saucier
Acting NO Steward

DOS Stacey Porter
Stacey Porter
NO Director

DOS Michael Edgerson
Michael Edgerson
NO Assistant Director

Date: March 16, 2022

Effective Date: March 16, 2022