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**THOMAS B. STEPHENS**  
SECRETARY

**MEMORANDUM**

**PERSONNEL MEMORANDUM 16-56**

**TO:** Cabinet Secretaries  
Agency Heads  
HR Executives  
General Counsels

**FROM:** Thomas B. Stephens, Secretary *TBS*

**DATE:** September 30, 2016

**RE:** Executive Branch Dress Code Policy

The Personnel Cabinet recently requested that all cabinets and agencies within the Executive Branch undertake a review of their existing dress code policies and, where no policy existed, develop one, incorporating certain provisions. The Personnel Cabinet has completed its review of those policies. As a result of that review, this memorandum will set forth the official Executive Branch Dress Code Policy. Thus, effective October 16, 2016, the following policy shall apply to all employees.

As the Commonwealth's largest employer, our workforce interacts with the public and other government entities on a daily basis. Employees, as representatives of the Commonwealth, should maintain a neat, professional appearance that is appropriate for the workplace and the work being performed. Employees shall adhere to the following guidelines:

- Employees shall carry or wear employee identification badges or other agency-identifying clothing.
- Flip-flops shall not be worn in the workplace.
- Employees shall not wear tops exposing their midriff.
- Employees shall not wear clothing with oversized/large commercial logos or offensive language.
- Reasonable accommodations to this policy may be granted for religious, medical, or disability related needs. An employee seeking an accommodation should contact the agency's Human Resource office.

Agencies will be responsible for ensuring that their employees are aware of this policy. Additionally, the Employee Handbook will be updated to include this policy.

As previously noted, the Personnel Cabinet recognizes that individual workplaces have unique needs and requirements. The provisions set forth above are not intended to replace those

requirements. Instead, the provisions must be included in those policies. The Department of Human Resources Administration will contact each agency to provide additional information about specific items of concern, to the extent needed.

Any employee found in violation of the policy will be required to take corrective action, which may include leaving the work premises, and may be subject to disciplinary action, up to and including dismissal.

Please contact Lesley Bilby, Executive Director of the Office of Legal Services, (502) 564-6779, or Mary Elizabeth Bailey, Commissioner of the Department of Human Resources Administration, (502) 564-6619, with any questions regarding this memorandum.