
Policy

The Department of Children and Families (DCF) believes that professional attire and presentation at all times are essential elements in the delivery of quality services to children, families and communities. This policy is intended to provide guidance for DCF employees while they conduct their work in-person and in virtual environments.

Each employee of the DCF shall present themselves at all times in a professional manner, including dressing appropriately for work. Employees are expected to adhere to this expectation while conducting their work in-person and in virtual environments, including but not limited to virtual meetings and email communications and signatures.

Appropriate Attire

All DCF employees, including temporary employees, interns and consultants shall present a well-groomed and professional appearance while conducting work. Clothing shall be neat, clean, and conducive to the job duties of the employee. It shall be free of rips, tears, and stains.

Items that are specifically prohibited unless worn by employees due to the nature of their job, required or representative of an employee's religion or culture or are authorized by appropriate supervisory and managerial staff include:

- gym attire, including sweatpants, hoodies, yoga pants, exercise pants and gym shorts
- clothing with slogans or messages
- hats or head coverings
- cut-off shorts
- crop tops and halter tops
- beachwear and
- flip flops or other footwear inappropriate to the job function as well as safety considerations based on the working conditions/environment.

DCF employees can contact the ADA coordinator at DAS.ADA@ct.gov for an accommodation to the Appropriate Attire section of this policy.

Cross-reference: DCF Policy 7-1, Office of Diversity and Equity

Virtual Presentation and Backgrounds

DCF employees shall maintain a professional appearance and background while conducting work in a virtual environment, including participation in meetings, contact with clients served and community providers and other business. Camera use during virtual meetings is required, unless extenuating circumstances are present.

(Continued next page)

Appropriate Attire and Presentation

2-3-3

Page 2 of 2

**Virtual
Presentation
and
Backgrounds**
(Continued)

When participating in virtual meetings outside of their DCF office setting, DCF employees will utilize the following background options only:

- blurred background
- CT DCF agency background

Employees are at all times prohibited from creating individual backgrounds, or using backgrounds not authorized by the agency, including Teams and Zoom provided backgrounds.

**Email
Signature**

All DCF employees shall use the CT DCF email signature template and have the following information in their email signature:

- name
- title (functional/working title or job class)
- division or unit name
- CT Department of Children and Families
- address
- contact phone number
- their direct supervisor's name
- their direct supervisor's contact phone number

Division endorsed logos that are approved by division heads may be included in email signatures in the designated space.

Employees are prohibited from including images, quotes, political or ideological messaging or representations or other pieces of information in their email signature.
