

Summer Guidelines

Messaging Devices

The use of personal cell phones and text messaging during work time is appropriate for emergency purposes only. Employees may use personal cell phones and text message during break periods, including meal breaks.

Attire

Dress is casual but sloppy or skimpy summer attire can be distracting to co-workers. Generally, jeans, shorts, cutoffs, sleeveless shirts or dresses are acceptable. Halter tops, spandex, flip-flops, clothing with inappropriate words, sheer clothes, exposed bra straps and bare midriffs are not considered appropriate attire for the workplace.