

**From:** Earley, Jr., Jimmy E.  
**To:** DMV FO All Users <FO-ALL@scdps.state.sc.us>  
**CC:** Field Administration <FieldServices@scdps.state.sc.us>  
Adams, Marcia S <Marcia.Adams@SCDMV.net>  
Fouty, Peggy D <Peggy.Fouty@SCDMV.net>  
**Date:** 5/4/2004 6:05:29 PM  
**Subject:** RE: Clarification on what you can wear on business casual day

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I have seen a lot of email traffic and overheard several questions about appropriate dress for examiners on Wednesday. I understand that there has been quite a bit of confusion surrounding the causal day on Wednesday, given the fact that examiners have a standard uniform. As I am writing this after 5:00 of Tuesday, I hope all your questions have been answered. We do want all examiners to wear their usual uniform.

I would like to thank the examiners who were conscientious enough to contact Field Administration and the Director's office to make sure they knew exactly what should be worn. I appreciate your efforts to make sure that you understood what was expected.

-----Original Message-----

**From:** Fouty, Peggy D  
**Sent:** Tuesday, May 04, 2004 4:19 PM  
**To:** DMV FO All Users  
**Cc:** Field Administration; Earley, Jr., Jimmy E.; Adams, Marcia S  
**Subject:** Clarification on what you can wear on business casual day  
**Importance:** High

Employees are to follow the chain of command when they have questions. Employees are address questions and issues with their Managers and when their Managers are not present they may contact Field Administration. Field Administration understands that there are questions regarding what is appropriate to wear to work tomorrow. Keep in mind that everyone's appearance is to be professional every day of the week (Monday through Saturday) whether it is a casual day or not. Jeans are acceptable as long as they are in good taste. Shorts are only to be worn by examiners for the purpose of administering road tests during summer months. Unfortunately examiners will have to wear their uniforms. The rule of thumb should be:

**“When in doubt, don’t wear it!”** If the clothing you are considering for work is what you would wear to a party, athletic activity or manual labor task, then it is probably not acceptable business or casual attire as the terms apply to this dress code. Employees are encouraged to consult their supervisors whenever necessary regarding acceptable dress for their work area.

### **Examiners**

Are to wear Black or dark navy blue pants along with an approved DMV uniform shirt. They will be allowed to wear shorts in the summer months (from May 1<sup>st</sup> to October 1<sup>st</sup>) with an approved DMV uniform shirt. Shorts must also be black or dark navy blue and are to be knee length (middle or below knee).

All pants and shorts must have belt loops and must be worn with a solid black or navy blue belt.

Lighter weight shirts may be worn in the summer months but they must have a collar on them. at this time, DPS supply warehouse may not have agency shirts in the size needed by an examiner. In this case, they may purchase "golf" type shirts with collars to wear. However, the shirts must be white, gray or black.

Black shoes or black work boots are to be worn by the examiners along with black socks, which are to be worn above the ankle.

Examiners are expected to wear this uniform every day they are administering road tests including "casual day" and Saturdays. Shorts are only to be worn by examiners for the purpose of administering road tests during summer months.

**I hope this answers any questions you may have had. If not, please call Field Administration at 803-737-1152.**

Managers are to address dress code violations accordingly.

*Peggy Fouty  
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Field Administration & Customer Service  
(803) 737-1152  
(803) 737-1660 (fax)*