

EDUCATION, TRAINING AND TECHNICAL ASSISTANCE

Policy on Office Appearance

1. Cubicles, offices and other work spaces (such as the training room, publications storage room, etc.) will be kept in a neat and presentable condition by the person/persons using the space. Decorations of employees' personal work space(s) may not convey messages or establish an atmosphere inconsistent with the mission and/or professionalism of the N.C. Department of Labor and this bureau. **Any changes to this policy require prior supervisory approval.**
2. To present an overall neat appearance, personal items should be kept to a minimum where they are clearly visible above cubicle walls when viewed by the casual observer. Items may be placed on outer cubicle walls as long as they are kept to a minimum and neat in appearance.
3. Individual offices will be held to a high standard of professional appearance. Excessive or inappropriately decorated offices, cluttered and messy appearance or employee-created safety hazards are unacceptable. Such conditions may result in moving the employee to another bureau space.
4. Storage of papers, cardboard boxes and similar items on the floors in any of the bureau spaces should be kept to a minimum.
5. Bureau supervisors will be responsible for assuring that the above conditions are met and will be assigned oversight of specific areas, including common areas, to assure that the work areas are pleasant and efficient places to conduct the work of the bureau.
6. Bureau supervisors may set other rules, procedures, etc. to further support this policy for those areas occupied by their section employees or the other areas for which they are responsible.
7. This policy is effective 01/02/15 and remains in effect until rescinded or amended.



Wanda Lagoe
Bureau Chief

5/19/2021

Date

Note: This policy will be covered during ETTA new employee orientation.