



Office of Human
Resources News
Date: August 13, 2024
Subject: Dress Code &
Telework Etiquettes

Attention all MSDE Employees:

This message is to remind all employees that professional dress and grooming is expected of MSDE employees while working.

Proper Attire includes Blouse, Sweater, Shirt, Dress Pants, Skirt, Slacks, Suit, Tie, Dress, Blazer, Dress Shoes, Sandals. Torn or ripped clothes, flip flops, tank tops, nightwear are **not** allowed while working.

Athletic Wear or Jerseys may be allowed on certain days in your units. Between June 21, 2024 through August 30, 2024, employees may wear jeans to work on Fridays along with polo shirts, button down shirts, blouses, and comfortable shoes.

Employees are expected to maintain a professional dress code while teleworking and attending virtual meetings on camera. Telework day is a regular workday and not a day-off.

Please refer to the separate email from the Office of Human Resources on August 13, 2024 regarding payroll and time reporting expectations including reporting telework days on your timesheet.

You may contact the Office of Human Resources via email at humanresources.msde@maryland.gov for any questions.