
TO: All Maryland State Department of Education (MSDE) Employees

FROM: Krishna Tallur, Deputy State Superintendent

DATE: April 29, 2025

SUBJECT: Professionalism at Workplace

Introduction

The purpose of this memorandum is to remind all MSDE employees that as State of Maryland employees, we are expected to maintain a high level of professionalism while at work representing the Department. Please note the expectations regarding the following items.

Dress Code

Professional attire is expected of employees while working onsite and in-person, as well as while teleworking. A list of professional attire includes: blouse, sweater, shirt, dress pants, skirt, slacks, suit, tie, dress, blazer, dress shoes, and sandals. Athletic wear or jerseys may be allowed on certain days such as “Spirit Days” in your units. Examples of improper attire include: torn or ripped clothes, flip-flops, halter tops, and cutoff shorts.

While on virtual meetings, employees are expected to be on camera with an approved MSDE virtual background. You may download the appropriate virtual background from the [MSDE Communications Hub](#) website. Please contact your Office or Division’s IT partner for assistance.

While teleworking, it is expected that an employee's telework area is free from distractions and allows uninterrupted work. Employees should have reliable internet access and follow any service level expectations set by their divisions regarding returning the phone calls and responding to customer emails.

Social Media

Employees must refrain from using personal social media applications such as Facebook, Instagram, X, and/or TikTok during work hours. In addition, usage of professional networking social media applications such as LinkedIn must be limited during the work hours. Employees must be cognizant that the messages and opinions posted on social media applications, specifically on professional networking sites, could reflect negatively on the Department, and care must be taken to ensure that messages do not appear to be endorsed by MSDE. Inappropriate use of social media could result in personnel actions.

Personal Cellphones

Usage of personal cellphones during work hours must be limited to essential and/or emergency matters. Employees using cellphones as a noise-cancelling device must have headphones on to not distract their colleagues. Activities such as watching online entertainment content and online personal shopping during work hours are prohibited.

Visitors during Work Hours

MSDE understands that there may be occasions when an employee's family member(s) may visit the workplace. These visits must be rare, brief, and non-disruptive to the work. Employees must receive pre-approval from their supervisor. Employees who bring any family member must ensure that their guests do not require significant supervision or monitoring, and that the visitors know that professional conduct is expected of them while visiting. Care must be taken to ensure that non-employees are not in areas that may contain confidential work products.

Action and Next Steps

Please contact Krishnanda Tallur, Deputy State Superintendent, Finance and Operations, via email at Krishnanda.tallur@maryland.gov should you have any questions.