

Fair Practices

Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
Thomas Perez, Secretary

DEPARTMENT OF LABOR, LICENSING AND REGULATION

April 2009

D.L.L.R. Celebrates Administrative Professionals!

Administrative Professionals Day, formerly known as Secretary's Day, is an unofficial holiday observed on the Wednesday of the last full week of April to recognize the work of secretaries, administrative assistants, receptionists, and other administrative support professionals.

National Secretaries Week was created in 1952 through the work of Harry F. Klemfuss of Young & Rubicam, in conjunction with the National Secretaries Association, now known as the International Association of Administrative Professionals (IAAP). His goal was to encourage more people to consider careers in the secretarial/administrative support field. Using his skill and experience in public relations, Klemfuss promoted the values and importance of the job of administrative assistants. In doing so, he also created the holiday in recognition of the importance of administrative assistants.

The official period of appreciation/celebration was first proclaimed by U.S. Secretary of Commerce Charles Sawyer as "National Secretaries Week," which was held June 1-7 in 1952, with Wednesday, June 4, 1952 designated National Secretaries Day. The first Secretaries Day was held in that year by the National Secretaries Association (now the IAAP), with the support of an association of corporate groups.

In 1955, the observance date of National Secretaries Week was moved to the last full week of April. The name was changed to Professional Secretaries Week in 1981, and became Administrative Professionals Week in 2000 to encompass the expanding responsibilities and wide-ranging job titles of administrative support staff.

Over the years, Administrative Professionals Week has become one of the largest workplace observances.



The event is celebrated worldwide, bringing together millions of people for community events, social gatherings, and individual corporate activities recognizing support staff with gifts of appreciation. In the United States, the day is often celebrated by giving one's assistant such gifts as flowers, candy, trinkets, lunch at a restaurant, or time off (hint, hint).

The International Association of Administrative Professionals suggests that employers show their support for the holiday, and their staff, by providing training opportunities for their administrative staff, whether through continuing education, self-study materials, or seminars.

The IAAP also recognizes the efforts of those who serve in human resources, professional and personal development, and those who serve in positions related to the daily grind of paperwork. This year Administrative Professionals' Week will be held during the week of April 19-25, with Administrative Professionals' Day being observed on April 22, 2009.

Who Do We Have A Dress Code?

A work dress code is a set of standards that companies develop to help provide their employees with guidance about what is appropriate to wear to work. Work dress codes range from formal to business casual to casual. DLLR has established a dress code for employees, and it is designed to allow our employees to work comfortably in the workplace while also projecting a professional image for our customers, potential employees, and community visitors.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests is not appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business, even on Fridays. Both men and women are distracted by too much skin -- too much exposed is, well, too much. Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that is sloppy, dirty, unpressed, has words, terms, or a picture that may be offensive to other employees is unacceptable. Even if "everyone else" is wearing trendy, tight tops and T-shirts, dress for the job you want to have next. Decision makers will appreciate your efforts to dress professionally.

DLLR has declared Fridays as a dress down day. On these days, jeans and other more casual clothing are permitted, although clothing potentially offensive to others is not allowed.

Is it true that clothes make the man or woman? Do people form an opinion about us based on the way we dress? They do. Does that mean we should avoid any sense of individuality in the workplace? Of course not. With that said, some types of clothing are inappropriate for certain work environments.



Here are some dress code tips:

- 1) Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, and nice looking dress synthetic pants are acceptable. ***Inappropriate slacks or pants include jeans (except on Fridays), sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.***
- 2) Casual dresses and skirts are acceptable. ***Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.***
- 3) Casual shirts, dress shirts, sweaters, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. ***Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts; and t-shirts, unless worn under another blouse, shirt, jacket, or dress.***
- 4) Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work.

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Continued.... Why Do We Have A Dress Code?

Flashy athletic shoes, thong flip-flops, and slippers are not acceptable, they can be a safety hazard, (dropped items and stubbed toes).

5) Hats are not appropriate in the office. ***Head Covers that are required for religious purposes or to honor cultural tradition are allowed.***

No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or your Human Resources staff. When it comes to appearance, it does impact the workplace. People do get distracted. When others are distracted, it usually means work is not getting done or that it takes longer to complete work. Supervisors are reminded that it is their responsibility to enforce DLLR's Dress Code Policy and should refer to Human Resources for further information.

Building Partnerships to Educate and Empower Take Our Daughters and Sons to work Day is April 23, 2009

Thursday, April 23, 2009, we will be participating in "Take our Daughters and Sons to Work Day". Designed to be more than a career day, the Take Our Daughters And Sons To Work® program goes beyond the average "shadow" an adult. Exposing girls and boys to what a parent or mentor in their lives does during the work day is important, but showing them the value of their education, helping them discover the power and possibilities associated with a balanced work and family life, and providing them an opportunity to share how they envision the future and begin steps toward their end goals in a hands-on and interactive environment is key to their achieving success.

By bringing girls and boys together, we will continue to create a more equitable world—at home, at school, in the workplace, and in the community. This year we are celebrating the opportunities that girls and boys will discover,



and the opportunities for parents, mentors, and the community to continue involvement in this unique educational experience.

In the next few weeks, we will be sending out information concerning this activity to DLLR employees.

April Fun Facts

April is the fourth month of the year in the Gregorian calendar, and one of four months with a length of 30 days. April was originally the second month of the Roman calendar, before January and February were added by King Numa Pompilius about 700 BC.

Special Days in April...

April Fools' Day—April 1

National Poetry Month (In the U.S.)

World Health Day—April 7

Tax Day (In the U.S.) – April 15

Patriots' Day—April 21

Earth Day—April 22

Arbor Day—April 24

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Earth Day—April 22, 2009



The idea to create Earth Day came to Senator Gaylord Nelson (D-Wis.) in the summer of 1969. He had tried for seven years to bring environmental issues to the forefront of American awareness, even organizing a Presidential conservation tour across 11 states for John F. Kennedy. Though the Presidential tour was a major accomplishment, it didn't succeed in bringing environmental issues to the national public agenda.

At the time, Vietnam War protests were occurring on college campuses across the country. Students were exercising their voices in record numbers. The idea to organize a nationwide grassroots protest over what was happening to the environment came to the Senator after seeing these energized citizens.

In September of 1969, in Seattle, the Senator announced that a nationwide grassroots demonstration would occur on behalf of the environment in the spring of 1970. He invited any and all concerned citizens to participate. And participate they did. Two thousand colleges and universities; 10,000 high schools and grade schools and several thousand communities participated in the event: 20 million people strong.

Now Earth Day is celebrated annually around the globe. Through the combined efforts of the U.S. government, grassroots organizations, and ordinary citizens, what started as a day of national environmental recognition has evolved into a world-wide campaign to protect our global environment.