

Dress Code Policy

Created 9/9/2014

Approved 9/9/2014

Revised 3/28/2017



The Library enjoys an excellent reputation in the community. The presentation of a positive and professional image leads to the public having confidence in the staff. The staff should have confidence and pride in themselves as they do an excellent job. Appropriate attire will help demonstrate their confidence and pride back to the public.

APPROPRIATE ATTIRE

Employees must report for work in proper attire. Employees must practice high standards of personal hygiene and grooming. The employee is expected to dress according to the standards of the library. Supervisors are responsible for ensuring that standards of dress are maintained. Supervisors should be consulted when an employee is unsure of appropriate attire.

Skirts must be a maximum of 2 inches above the knee or longer.

Shirts should meet the waistline of the pants or skirts being worn so that no skin is visible at the waistline.

Jeans and capris are acceptable so long as they are not soiled or torn.

DISCOURAGED ATTIRE

Employees are discouraged from wearing shirts with any logos, slogan, pictures, or advertising that do not promote the library or our mission.

Circulation staff and pages should wear closed-toe shoes to prevent injury from dropped books and other items.

INAPPROPRIATE ATTIRE

Employees who dress inappropriately may be asked to leave and return in appropriate attire. Employees will not be paid during that time. Repeated occurrence of inappropriate attire could result in termination.

A short list of examples of inappropriate attire includes:

- Tops or shirts that do not adequately cover cleavage.
- Tube tops.
- Shear items without appropriate underclothes.
- Shorts.
- Miniskirts.

- Clothing that displays inappropriate or controversial messages, including:
 - Curse words or vulgar language
 - Political, religious, or sexual content
- Flip flops.
- Torn or soiled clothing.
- Items that bare the midriff.
- Exercise apparel, such as sweat pants or yoga pants.
- Leggings may be worn only with dresses or tops that hit mid-thigh or lower.
- Hats, caps, or beanies.

SPECIAL CONSIDERATIONS

Some positions are given the flexibility of a relaxed dress code with consideration to regular work assignments, such as the custodial staff. The Director will approve any such relaxation of the dress code.

The dress code may also be relaxed during special work assignments where staff can expect to have reduced visibility and contact with the public. The Director will approve any such relaxation of the dress code.