

## DRESS CODE

In order to present a professional image consistent with library standards, employees are expected to dress appropriately for work assignments as follows:

### ALL STAFF

Attire must be neat, clean and not sloppy or wrinkled. Undergarments, midriff, cleavage and bare back must not show. See through material is not permitted. The following material does not represent the image of the library and is therefore unacceptable:

- Torn/patched/faded/frayed/wrinkled clothing
- Halter tops/tube tops
- Tank tops or muscle shirts
- Strapless or backless sundresses
- Wearing a message that may inhibit/antagonize library visitors or staff or interferes with the library's mission to disseminate information in an objective and dispassionate manner.

While at work, employees may only wear messages that promote library service and that have been pre-approved by the Director.

Library logo shirts can be worn with business casual pants (Khaki, corduroy, trousers or other business casual) and casual footwear (sneakers) any day of the week.

*For ALL staff, jeans will only be permitted on Friday with a library logo shirt unless otherwise specified.*

Staff engaged in program delivery and outreach activities may wear jeans, casual footwear and library logo shirts.

Staff representing the library at business meetings should wear business dress or library logo wear as appropriate.

Library logo wear is a casual option and is not mandatory. Only current year Summer Reading Program T-Shirts should be worn as permitted.

### PAGE STAFF

May wear jeans, pants, trousers, capris, shorts that come to the knee or leggings with tunic style tops. No sweatpants or flip-flops. Casual footwear such as sneakers or sandals may be worn.

### CLERICAL STAFF

May wear trousers, pants, capris, shorts that come to the knee or leggings with tunic style tops. No sweatpants or flip-flops. Casual footwear such as sneakers or sandals may be worn.

### CUSTODIAL AND SECURITY STAFF

Custodial and security staff will be issued shirts supplied by the library to be worn with appropriate pants or shorts.

#### PROFESSIONAL STAFF

Business dress or business-casual wear. Suits, slacks, trousers, capris, shorts to the knee, collared shirts; skirts or dresses, blouses. Ties are not required.

#### OTHER

Name tags must be worn above the waist.

An employee reporting to work inappropriately dressed may be sent home to change by the employee's supervisor, a Department Head, or the Person in Charge of the Library. The employee need not be compensated for time away from work in this circumstance. Repeated violations of this policy will result in disciplinary action up to and including termination of employment.

#### CASUAL DAYS

On prearranged days, all staff may wear tee shirts, jeans and sneakers, provided they meet library standards of neatness and neutrality. Casual days will be announced by the Library Director.

The Library Director shall be the final arbiter on appropriate dress.

Last revision: October 13, 2013

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