

DRESS CODE POLICY

To maintain a professional image consistent with the standards of the MMSCL, employees are expected to dress appropriately for their work assignments.

GENERAL STANDARDS FOR ALL STAFF

All clothing must be neat, clean, and in good condition. Clothing that is excessively worn, torn, patched, faded, frayed, wrinkled, or otherwise unprofessional is not permitted.

The following are not acceptable workplace attire:

- Torn, patched, faded, frayed, or excessively wrinkled clothing
- Halter tops, tube tops, tank tops, or muscle shirts
- Strapless or backless dresses or sundresses
- See-through clothing
- Clothing that exposes undergarments, midriff, excessive cleavage, or bare backs

Employees may not wear clothing, accessories, or messages that could reasonably be considered offensive, disruptive, antagonistic, or inconsistent with the Library's mission to provide information in an objective and welcoming manner. This includes, but is not limited to, partisan political advocacy. Only messages or apparel promoting library services and preapproved by the Library Director may be worn during work hours.

LIBRARY LOGO APPAREL

Library logo shirts may be worn any day of the week when paired with business-casual attire, including khakis, corduroys, trousers, or similar pants, along with appropriate casual footwear such as sneakers.

Employees participating in library programs, outreach activities, or community events may wear jeans, casual footwear, and approved Library logo apparel.

Employees representing the library at meetings, conferences, or professional functions should wear business or business-casual attire, or approved Library logo apparel as appropriate.

Wearing Library logo apparel is optional and not required.

POSITION-SPECIFIC GUIDELINES

Page Staff

Page staff may wear:

- Jeans
- Pants or trousers
- Capris
- Knee-length shorts
- Leggings worn with tunic-length tops

Sweatpants and flip-flops are not permitted. Sneakers and casual sandals are acceptable.

Clerical Staff

Clerical staff may wear:

- Pants or trousers
- Jeans
- Capris
- Knee-length shorts
- Leggings worn with tunic-length tops

Sweatpants and flip-flops are not permitted. Sneakers and casual sandals are acceptable.

Custodial and Security Staff

Custodial and security staff will be provided Library-issued shirts, which must be worn while on duty with appropriate pants or shorts and appropriate footwear. Sweatpants, lounge pants and sandals or crocs are not permitted.

Professional Staff

Professional staff are expected to wear business or business-casual attire, including:

- Suits

- Slacks or trousers
- Collared shirts
- Blouses
- Skirts or dresses
- Capris or knee-length shorts

Ties are optional.

ENFORCEMENT

Employees who report to work dressed inappropriately may be required to leave work and return in appropriate attire at the discretion of their supervisor, Department Head, or the Person in Charge. Employees will not be compensated for time away from work resulting from a dress code violation.

Repeated violations of this policy may result in disciplinary action, up to and including termination of employment.

The Library Director reserves the right to make final determinations regarding appropriate workplace attire.

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