

DRESS STANDARD

The manner of dress of the staff is a significant factor in the public's impression of the Library. To ensure a dignified atmosphere at the Library, the Board of Trustees has established a dress standard for all Library employees.

In all customer contact and public access areas, employees are required to wear appropriate business attire which communicates a professional and businesslike image. In all other areas, too casual and/or inappropriate styles of dress are unacceptable and will not be permitted.

Name badges must be worn at all times by all employees in a manner in which the name badge may easily be seen by Library patrons. This is a zero tolerance policy.

CLERICAL AND PROFESSIONAL STAFF:

For Men: Slacks, collared shirts with a neck tie, polo collared shirts, sweaters or library issued shirts.

For Women: Dresses, skirts or slacks, collared shirts, blouses, sweaters or library issued shirts.

No jeans, tank tops, halter tops, midriffs, graphic tee shirts, tee shirts with advertising, sweat pants, athletic wear, sneakers, shorts or similar clothing shall be worn.

PAGES:

Solid colored shirt, Slacks or neat jeans (not ripped or overly baggy) are acceptable. Sneakers are acceptable, no open toed shoes or sandals. No sweat pants, athletic wear, shorts or similar clothing shall be worn.

It is the responsibility of Department Heads to see that their subordinates dress appropriately and in accordance with this Policy. In the absence of a department head, the employee's supervisor shall be responsible for enforcing the dress standard.

The Library Director shall be notified in the event an employee fails to comply with this Policy. Any such employee shall be disciplined in accordance with the Library's Disciplinary Procedure.

In addition, the employee may be asked to go home and change their clothing as to comply with this Policy and the director is notified. The time away from work will be non-paid time.

Library issued shirts: Library issued shirts must be worn when a large event is held within the library where staff needs to be visible to the public. Library issued shirts must also be worn when conducting community-related events outside the Library in the community.

Adopted by the Board of Trustees: January 1997

Amended: November 1997

Amended: June 2008

Amended: June 2010

Amended: November 2011

Amended September 2012