

## **MENTOR PUBLIC LIBRARY EMPLOYEE DRESS GUIDELINES**

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All staff members are representatives of Mentor Public Library. The personal appearance of each staff member should project a professional image that reflects our commitment to excellence in public library service. It is, therefore, imperative that all staff members be neat and businesslike. Employees are required to maintain high standards of personal cleanliness and hygiene. Employees should avoid extremes in both clothing and personal grooming. Reasonable accommodations will be made for employee's religious beliefs and disabilities whenever possible, consistent with the need to present a professional public appearance.

Modifications or exceptions to this guideline can be made by the Director to accommodate special events or activities.

Managers and administrators are responsible for enforcing dress and grooming standards. This includes counseling employees whose appearance is deemed inappropriate. An employee, who comes to work in clothing that his /her supervisor determines is inappropriate or who fails to observe acceptable personal grooming measures may be sent home to remedy the problem. Inappropriate dress includes appearances that are unduly distracting or clothing that is unsafe. The employee will not be paid for the time he/she is away from work. Disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.

**The following general guidelines are intended to represent minimum acceptable standards and are, but not limited to, the following:**

- Clothing must be clean, neat and in good repair and appropriate for the assigned duties.
- Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, buttocks areas or underwear (initially or in the course of your job duties).
- Jeans made of blue denim are only acceptable for custodial and building staff (and during approved “dress-down” days for other staff).
- Jeans in other colors are acceptable for non-professional staff
- Sheer garments must be worn with opaque undergarments.
- Hair, including facial hair, must be kept clean, neat and well-groomed.
- Ear piercings shall be limited to three per ear.
- Tattoos should be covered (tattoos smaller than one inch in diameter may be permissible but are subject to discretionary approval).
- Ties for male professionals are appropriate, but not required
- In general, fragrances shall be used in moderation. Under some circumstances, complaints from those with chemical sensitivities may restrict uses of certain fragrances in a particular work environment.
- Shoes should be appropriate for the work environment.
- Employees are required to wear a Library issue name tag during work hours. Name tags should be worn on the left side chest. Employees are to report lost name tags and will be issued a temporary replacement. The employee is responsible for the actual cost of issuing a permanent replacement nametag.
- Identifiable library insignia should be worn when you are offsite on paid library time.

**The following are examples of unacceptable attire:**

- Torn, ripped, holey, faded, discolored or wrinkled, ill-fitting or suggestive clothing
- Clothing with obscenity, profanity, and any suggestive printed designs/ language or patches; gang insignia, alcohol/smoking or business advertisements
- Recreational, sports clothing, athletic gear and outdoor wear
- Shorts, bib overalls, sagging or excessively baggy pants, halters, tube tops, camisoles, beachwear, spandex, sweatpants, and cutoffs, etc
- Hats, caps, bandanas and sunglasses are unacceptable indoor attire; unless specifically excused for medical conditions.
- Visible body piercings, other than ears, and large gauge piercings are not acceptable.
- Slippers, flip flops, thongs, shoes that can be worn in water, and bare feet
- Extremes of clothing, hair color/style, accessories and/or body decorations

As fashion trends change, other restrictions may be imposed at the discretion of the Director after consultation with the Union. Exceptions may be permitted on a case-by-case basis for religious or medical accommodations.