

PERSONAL APPEARANCE ♦ POLICY 6.10 ♦

A. The professional image of the Library is maintained, in part, by the image that our employees present to customers, the general public, vendors and others. The Library reserves the right to prescribe reasonable and appropriate dress and grooming standards for all employees.

B. Each employee, regardless of his/her job, shall come into work clean, using generally accepted personal hygiene standards and present a favorable public image. In general, employee's clothing shall be neat, clean, in good taste, in good repair without holes, tears, or stains and appropriate for the employee's job.

C. Each employee, regardless of his/her job title is prohibited from wearing clothing with visible wording printed on the clothing unless the wording is approved by the Library due to a specific promotion or other purpose.

D. Employees, who work in an office or in an official capacity with customers and other members of the general public, must dress in a manner that is normally acceptable in a business office environment. Shoes shall be a professional style shoe and shall be clean, well maintained, and appropriate for the nature of the work the employee is performing.

E. If an employee reports to work in violation of this policy, the employee may be sent home to change clothes or to take other appropriate corrective action. The employee, if non-exempt, will not be compensated for such time spent away from work. Employees who violate this policy may also be subject to appropriate disciplinary action.

F. The Library recognizes employees' personal rights to wear body-piercing jewelry, and/or exhibit body tattoos during employees' non-working hours. However, the personal rights of an employee must be balanced with the Library's right to maintain an image and reputation that is favorable to consumers and the community it serves. Therefore, the Library assumes authority to prescribe reasonable and appropriate standards for its business, including standards related to employees' body piercings and tattoos.

G. Department Managers, subject to the approval of the Library Director, maintain the ultimate authority to determine whether an employee's dress and appearance is appropriate.