Employee Dress Code

Employees serve as representatives of the Library and therefore must present a professional appearance while on duty. Work attire should complement Library services and programs and convey respect for our customers. It is expected that all staff members will consider their position, duties, customer contact, and safety standards when choosing their work attire.

- Employees must wear the current version of the employee name tag during their scheduled shift and while representing the Library.

- All clothes worn at work should be work-appropriate.

- Employees should not wear clothes with large graphics, large words, or large logos with the exception of clothing with the Library logo.

- Styles dictated by religion and ethnicity will be respected and are not intended to be restricted by this policy.

Exceptions to the dress code may be made by management during designated time periods, such as during unusually hot or cold weather or during special occasions. Such exceptions will be communicated in advance to employees.

The responsibility to ensure that employees are meeting acceptable standards of dress lies with the immediate supervisor. The immediate supervisor may instruct employees who do not meet the standards of this dress code to take corrective action, including leaving the workplace to change clothes. Any work missed by a non-exempt employee because of failure to comply will not be compensated.