

By signing this form, you acknowledge that you understand the update of this policy.

Staff Signature _____ Date _____

DRESS CODE

The image that the community has of the Library System is projected by the apparel and appearance of staff members. The Board of Trustees expects the staff to present a professional appearance at all times. In order to allow employees to work comfortably in the workplace, yet still project a professional image to our patrons, a Business Casual Dress Code has been established. The job search engine Monster.com offers this definition: "In general, business casual means dressing professionally, looking relaxed yet neat and pulled together."

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Managers will discuss inappropriate dress with individual staff members.

- **ANY CLOTHING THAT HAS WORDS, TERMS, OR PICTURES IS NOT BUSINESS CASUAL AND IS UNACCEPTABLE!** The **ONLY** exception to this rule is clothing provided by MCLS to the employee. T-shirts must abide to the same rule (no graphic or logo t-shirts). **Solid color t-shirts and t-shirts issued by MCLS are appropriate for work.**
- Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests are not appropriate for a professional appearance at work.
- Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business. Due to the nature of library work, crop shirts and low-rise pants are not appropriate for work.
- Torn, dirty, or frayed clothing is unacceptable. All seams must be finished and there should be no rips or holes in clothing.
- Jeans may be worn as long as they are medium or dark wash and are free from frays, rips, and holes. Crop pants and jeans (2-7 inches above ankle bone) are also acceptable.
- Dresses/skirts must hit at the top of the knee or lower. If a longer dress/skirt has a split, the split must end at the top of the knee or lower.
- Leggings must be worn with a dress or tunic that is at least fingertip length on all sides. T-shirts, sweatshirts or other shirts traditionally worn with pants should not be worn with leggings.

- All MCLS employees are required to cover/remove any body art and or piercings, etc. that can be reasonably seen as profane or political.
- Notification from director will be given in advance when employees may wear more casual attire to work. These days would include Staff Development Days, weeding or inventory days, and days when major cleaning projects are completed.
- Dress shoes, athletic shoes, or dressy sandals may be worn. All shoes must be clean and free from rips and holes. Flip-flops intended for beach wear are not appropriate.
- Tank and spaghetti strap tops must have an overshirt or sweater on top. Sleeveless blouses or those with cap sleeves are acceptable.
- Walking length shorts may be worn by staff for outdoor programs in the summer. They may also be worn by bookmobile staff on the days that they have stops during the summer.

The first occasion that employees are not appropriately dressed they will be asked to return home to change clothes. They will be required to punch out and do this on their own time. On the second occasion the employee will receive a written warning from their supervisor.