

Sewickley Public Library

Staff Dress Code

Sewickley Public Library

Policy No.: 202

Title: Staff Dress Code Policy

Section: 200 Employee Policies

Date Adopted: June 13, 2005

Date Revised: October 10, 2016

Introduction: The Sewickley Public Library enjoys an excellent reputation among the citizens of the Quaker Valley region. While there are many reasons for this reputation, one of the ways to help maintain it is for all staff members to present a professional image to the public. It is important that the public has confidence in the staff and the staff have confidence and pride in themselves when transacting business. To help present this image and foster public confidence, staff members must dress appropriately, as defined below, for their work assignment.

Because of varied work assignments and working conditions, it is not practical to establish specific and absolute criteria as to what is or is not appropriate dress. The following lists examples of unacceptable and acceptable attire. Supervisors will discuss inappropriate dress with individual staff members and are available to clarify expectations upon request.

1. Statement of Policy:

Staff will wear clean and well-maintained attire appropriate to the type of work they do. Standard dress for librarians will be, at a minimum, business casual. Business casual for men will be a shirt and tie; business casual for women will be a blouse, skirt, dress slacks, sweater, or a dress. Casual attire for pages and clerks means well-maintained corduroy or "Dockers-style" pants, sweaters, or blouses. All casual apparel will be in good taste. Shoes are required and must also be well maintained. Good grooming and hygiene is required.

2. Examples of unacceptable attire:

- Tank tops, tube tops, halter tops, crop tops or muscle shirts – bare midriffs are not acceptable
- Blue jeans, overalls, leggings or other form-fitting pants
- Strapless sun dresses and clothing with spaghetti straps unless you wear a shell or jacket over the dress or spaghetti straps
- Clothing with slogans, large-letter advertising, foul language, cartoons, obscene images
- Torn, wrinkled, patched and/or faded clothing
- Sweat pants, sweat suits, warm up suits
- Short shorts and mini-skirts; faded, frayed or baggy shorts or pants – no underwear should be seen nor should any skin be exposed from your shoulders to about 1" above the knees.

- Hats; baseball caps
- Flip-flops or shower-type shoes, athletic shoes

3. Examples of acceptable attire:

- Cotton slacks are acceptable provided they are clean and wrinkle-free
- Casual button-down shirts, golf shirts, sweaters, turtlenecks,
- T-shirts worn under a blouse, shirt, jacket or jumper
- Dresses, suits, skirts or split skirts with appropriate hosiery
- Loafers, boots, flats, dress sandals, open-toed shoes, clogs and leather deck shoes

4. The exhibition of “non-traditional” jewelry, (i.e., tongue or belly button piercings), is not permitted. Please remove or minimize pierced jewelry while working at the library.

5. Because of varied work assignments and working conditions, it is not practical to establish specific and absolute criteria as to what is or is not appropriate dress. Supervisors will discuss inappropriate dress with individual staff members.

6. An employee who reports to work inappropriately attired will be sent home to change. The time in which it takes to leave, change clothes and return to work shall be designated as unpaid.

7. At his or her discretion, the Library Director may waive any portion of the requirements above. On these occasions, employees are still expected to present a neat appearance.