



# Employee Dress Code

Last modified APRIL 17 2024

The Rowan County Public Library (“the Library”) enjoys an excellent reputation in the community, and the presentation of a positive, professional image is considered important to maintaining said reputation. The public has confidence in Library staff, and staff should have confidence and pride in themselves as demonstrated via appropriate attire.

## **LIBRARY LOGO APPAREL & NAME TAGS**

The Library provides access to branded apparel for normal workplace wear and special events. Such apparel or a Library staff name tag must be worn during all times when an employee is at work or representing the Library at external functions.

## **APPROPRIATE ATTIRE**

Employees must report for work in proper attire and practice high standards of personal hygiene and grooming.

All Library dress will be defined as “business casual,” which shall be understood to include, though might not be limited to:

- Khakis/chinos, jeans, capris, dress slacks, or opaque leggings
- Shorts, skirts, or dresses no shorter than three (3) inches above the knee
- Tops with necklines that provide adequate coverage of the chest, and which meet the waistline of the pants, shorts, skirt, or dress being worn so that no skin is visible at the midriff (minimum of fingertip length, when worn with leggings)
- Shoes that are business appropriate

Hats may also be worn whenever working outdoors, so long as their appearance meets the standards otherwise provided herein.

The employee is expected to dress according to the standards set by the Library. Supervisors are responsible for ensuring that standards of dress are maintained. Supervisors should be consulted when an employee is unsure of appropriate attire.



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## INAPPROPRIATE ATTIRE

Employees who dress inappropriately may be asked to leave and return in appropriate attire, and will not be paid for such intervals. Repeated infractions could result in termination.

A complete list of inappropriate attire is impossible to provide, as styles and personal choices in clothing vary greatly; however, a short list of examples includes:

- Halter tops, sleeveless shirts with no overgarment, or other tops that do not adequately cover shoulders and/or cleavage; and
- clothing that displays inappropriate messages; and
- torn or soiled clothing; and
- bare midriffs; and
- miniskirts; and
- sleep or athletic apparel (e.g. pajamas, sweatpants, yoga pants); and
- accessories such as false ears or tails; and
- items deemed dangerous in a library work environment (e.g. spiked collars or bracelets, excessively long chains or fringes that might catch on objects, etc.).

## BODY ART

The Library respects the rights of individuals who engage in body art (e.g. tattoos, piercings, etc.). Any visible display of body art must be appropriate for the workplace. Inappropriate pictures or words should be covered while at work.



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## **RELAXATION OF DRESS CODE**

The dress code may be relaxed on special occasions, for specific positions, during special work assignments, or as needed for medical accommodations. The Executive Director will approve any such relaxation of the dress code.

Some positions may be given the flexibility of a relaxed dress code with consideration to regular work assignments, at the discretion of the Executive Director.