

## **3.2 Personal Appearance Policy**

### **Pella Public Library**

Adopted 11/8/05; last revised 6/12/18; reviewed 1/8/19

Library employees are expected to dress in a manner appropriate to their public and professional position. Staff shall wear clean and well-maintained attire. Good grooming and personal hygiene are expected. In interests of safety, flip-flops or similar shoes are not adequate. Staff shall follow general guidelines of casual business dress, thus the following attire is inappropriate:

- Sweatpants or yoga pants
- Leggings, unless worn with a dress or tunic top
- Jeans or denim pants
- Sheer or see-through fabric
- Apparel that endorses a particular product or company
- Tight-fitting, very short or revealing garments; exposed midriffs and /or undergarments
- Shorts
- Skirts or pants that are not of a professional look or length
- Worn, faded, frayed, torn clothing, or clothing with holes
- Sleeveless shirts

Given the nature of the work, the custodian has the option of wearing jeans or denim pants.

Tattoos or body jewelry may be required to be covered or removed.

This policy is in effect for library employees during their scheduled work time and when they represent the library outside of the building (such as at a conference or when visiting a school.)

The Library Director will have the final decision whether or not something is appropriate for the workplace. Employees who do not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Repeated violations of this policy will result in disciplinary action up to and including termination.

The Library Director may occasionally declare a day of themed dress and will provide staff with guidelines in advance.