

# *Warren-Newport Public Library District* **Staff Manual**

## **705 Personal Appearance**

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### **General Guidelines**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that the Warren-Newport Public Library District (WNPLD) presents to patrons and visitors.

During business hours or when representing the WNPLD, all employees are expected to present a clean and neat appearance. Employees should dress and groom themselves according to the requirements of their position. This is particularly true if an employee's job involves dealing with patrons or visitors in person.

If a manager/supervisor determines that an employee's personal appearance does not follow policy, they may ask the employee to leave the workplace until they are properly dressed and groomed. Under such circumstance, the employee will not be compensated for the time away from work. An employee who has questions as to what constitutes appropriate appearance should discuss the topic with their manager/supervisor. When necessary, reasonable accommodation may be made to an employee with a disability.

Employees are required to wear WNPLD identification badges while on duty unless the identification tag poses a safety hazard.

### **Dress**

Business casual is the standard for the WNPLD work environment. The following information is intended to serve as a guide to help define appropriate business casual wear for all employees. WNPLD's primary objective is to have employees project a professional image.

Business casual wear means clean, neat, professional clothing. It is never appropriate to wear stained, frayed, or revealing/too-tight clothing in the workplace.

Listed below is a general overview of what is acceptable and unacceptable business casual attire for employees of WNPLD.

Examples of **acceptable** attire:

- slacks
- khakis
- non-denim, jean style pants/slacks
- capri pants that are mid-calf or longer
- leggings if worn with a dress, skirt, or dress-length top
- casual dresses, skirts, culottes, and divided skirts if an appropriate length (should come to at least the top of the knee)

- casual shirts and blouses
- collared shirts
- turtlenecks
- sweaters
- T-shirts or sweatshirts with approved library logo or library-related identification
- holiday/seasonal blouses, shirts, sweaters, vests, sweatshirts
- loafers, flats, tennis shoes, deck shoes, sandals

Examples of **unacceptable** attire:

- denim jeans, any color
- sweatpants
- bib overalls
- jean capris
- warm-up or exercise pants or tops
- jeggings (leggings that look like jeans)
- pajama pants
- muscle shirts
- undershirts
- tops that show bare midriff
- t-shirts or sweatshirts with inappropriate or offensive slogans, cartoons, or drawings
- shorts
- spandex or other form fitting pants
- golf skirts or skorts
- skirts or dresses that are shorter than the top of the knee
- spaghetti-strap or strapless dresses unless worn under a jacket
- tank tops unless worn under a blouse or jacket
- halter tops
- tops with bare shoulders unless worn under a blouse or jacket
- visible undergarments
- see-through clothing
- hats/head coverings (except those worn for religious or medical-related purposes)
- flip flops or thong sandals
- slippers
- clothing with blatant/oversized/distracting commercial images, team logos, or lettering

**Exceptions** to business casual dress standard:

- Shelves, bookmobile, and facilities staff members may wear neat, clean denim jeans of any color.
- Security, facilities, and staff members driving WNPLD vehicles must wear shoes with closed toes and heels.
- Programming staff may wear neat, clean denim jeans of any color when a particular program warrants casual dress.
- All employees may wear neat, clean denim jeans of any color on designated casual days.
- Administration may approve casual days to allow employees to enjoy a special occasion, better tolerate excessive heat conditions, or more comfortably organize their work area.
- Any employee may wear clean denim jeans of any color on days when the Library is closed to patrons.

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### **Grooming and Personal Hygiene**

- Hair, mustaches, and beards must be clean and neat.
- Personal hygiene must be maintained so as not to cause offensive body odor or an unprofessional appearance.
- Perfume, cologne, and aftershave lotion may be used moderately or avoided altogether, as others may be sensitive to strong fragrances.
- Jewelry must not be functionally restrictive or dangerous to job performance.

### **Reasonable Accommodation for Religious Beliefs**

WNPLD recognizes the importance of religious beliefs. WNPLD will accommodate any staff member's choice of workplace attire based on religious beliefs unless such attire creates a safety hazard. Those requesting a workplace accommodation based on religious beliefs will be referred to the Human Resources Generalist.