

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 should maintain a clean, neat, and professional appearance.

Standards

Employees should dress and groom themselves according to the “dress for the day” dress code for their position. This is particularly true if an employee’s job involves dealing with patrons or visitors in person.

To comply with “dress for the day” standards, the employee is responsible for matching their attire to the day’s activities. For example, for a day that includes an in-person or on camera meeting, an interview, or a program, the mode of dress should reflect the professional level of the employee’s role in those interactions. For all other workdays that do not require professional business attire, more casual dress would be appropriate.

Professional Appearance

In general, all employees should maintain a neat, clean, and professional appearance which includes the following:

Personal Hygiene

- Appropriate oral and bodily hygiene should be maintained at all times.
- Heavily scented colognes, perfumes, cigar/cigarette smoke and other strong scents that could be problematic or offensive should be avoided.

Hair, Nails and Jewelry

- Hair, including facial hair such as beards, mustaches and sideburns, should be neatly groomed.
- Fingernails should be clean, and at a length that does not interfere with job duties.
- Jewelry and body art, such as piercings and tattoos should not create a distraction to overall professional attire.

Casual Attire

- Clothing should be clean and fit adequately over the physique.
- Attire should not be restrictive and should be free of rips, tears, and unsewn seams/hems.
- Clothing or buttons with logos, advertising, solicitation (or any representation of products, services, or external organizations) is not allowed.
- All reasonable attempts should be made to ensure that undergarments are not visible from outer attire.
- Hats and/or sunglasses are not allowed in the workplace.

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- Shoes should be laced or buckled and be clean and neat in appearance. Flip flops are not permitted.

Examples of **acceptable** attire:

- slacks
- khakis
- denim, jean style pants/slacks
- capri pants or jean capris 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:

- jeans with rips
- sweatpants
- bib overalls
- warm-up or exercise pants or tops
- pajama pants
- muscle shirts
- undershirts
- tops that show bare midriff
- 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

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Exceptions to casual dress standard:

- Security, facilities, and staff members driving WNPLD vehicles must wear shoes with closed toes and heels.

Employees are required to wear WNPLD identification badges while in the public areas of the library unless the identification tag poses a safety hazard. Security department employees will be issued a security badge to wear.

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.

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 Manager.