

<b>Guernsey Memorial Library Policies</b>		<b>Dress Code</b>
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It is the policy of the Guernsey Memorial Library that all employees maintain and present themselves in such a manner that their hygiene and general personal appearance will reflect a positive image to the public, while keeping in mind the employee's individual schedule for the day. All employees shall be responsible for their personal appearance and hygiene. Employees are expected to use prudent judgment, good taste, and common-sense regarding appropriateness of attire. Attire shall not interfere with job performance or job safety and should be neat and clean at all times.

The underlying standard for this dress code is "business casual." Acceptable attire includes, but is not limited to:

- Suits, blazers, or sport coats
- Dress shirts or blouses
- Dress slacks, khakis or dockers style slacks, jeans that are not torn, frayed, or stained, capris, skirts, skorts, culottes, kilts. No skirt, skort, or dress may be more than two inches above the knee when the wearer is standing normally.
- Pantsuits
- Sweaters
- Polo or golf shirts
- Plain tee shirts – not stretched out or faded
- Library logo apparel
- Dress shoes, loafers, flats, dress boots, dress sandals, athletic shoes or sneakers that are clean. No bare feet or slippers or shower shoe flip flops.
- Sleeveless shirts should be worn with a cover (blazer, sweater, overshirt)
- Single garment attire should be no shorter two inches above the knee, Dresses and sundresses (no strapless or spaghetti straps, covers may be worn to make more appropriate (blazers, sweaters, overshirts,) jumpsuits, tunics and kaftans
- Body Piercings & Tattoos Body piercings and tattoos are permitted as long as most viewers would feel they are inoffensive in nature. If requested by a supervisor due to the nature of the tattoo, you are expected to cover inappropriate tattoos.

Examples of unacceptable attire include, but are not limited to:

- Excessively short skirts, dresses, and skorts.
- See-through or low-cut items
- Sweat pants, sweatshirts, or jogging suits
- Faded, torn or ragged jeans
- Shorts
- Cropped tops, tube tops, tank tops, halter tops etc.

Shirts must be long enough to tuck in or cover the waistline.

Leggings not covered by a skirt, dress, or fingertip-length top

Caps, hats, sweat bands, bandanas. (The Library Director may authorize exceptions for employees under-going medical treatments resulting in hair loss.) Head coverings worn for religious and/or cultural purposes are acceptable.

Clothing with controversial or what most would consider inappropriate designs, logos, images, text, etc. on the front or back.

Beach shoes, worn-out or dirty shoes, flip-flops, slippers, or bare feet

Dirty, torn, worn or frayed clothing

Sunglasses

Swim or workout wear

The Library Director may authorize exceptions to this dress code when special projects warrant more relaxed attire (e.g. reorganizing collections, setting up or tearing down book sales, preparing flower beds etc.), or for holidays and library programs.

Employees who fail to comply with this dress code may be written up by their supervisor(s) and sent home to change. Time used to do so will not be paid by the Library. Additionally, failing to comply with the Library's Dress Code may be grounds for dismissal. Questions regarding application of the Dress Code should be directed to the employee's supervisor.

**Revision approved by Board:**

**Notes:**