

# DANIEL BOONE REGIONAL LIBRARY

**SUBJECT: Dress Code**

**ADMIN 1-251**

**BOARD**

**SECTION: Employment Policies**

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## **POLICY**

Staff members represent the Daniel Boone Regional Library (DBRL) to the public. Maintaining a favorable public image consistent with our service environment and taking pride in our appearance conveys respect for the public, respect for ourselves and elicits confidence from the patrons we serve. It is expected that all staff members will use good judgment in choosing their attire, taking into consideration their position, contact with the public and safety standards.

## **GUIDELINES**

These guidelines serve as a set of standards for all departments and facilities of DBRL. Dependent upon the duties, responsibilities, and level of public contact, allowances or additional standards may be implemented for some positions.

- Clothing and shoes should be professional and suitable for a business environment, and should be clean, neat, and in good repair (e.g., hemmed pants, shirts tucked when appropriate, clothing without tears or stains, not faded, wrinkled or excessively worn, etc.).

If the essential functions of the job require the employee to spend a significant amount of their time transporting and/or processing materials (e.g. deliveries, shelving, maintenance), then they should wear appropriate footwear. Any shoe that exposes any part of the foot below the ankle is prohibited while employees are conducting these job activities.

- DBRL provides all employees with a DBRL name tag or shirt (Maintenance) that should be worn at all times while at work.
- DBRL expects staff members to maintain good personal hygiene and grooming habits (e.g., physical cleanliness, combed hair, conservative use of fragrance, etc.).
- Wearing revealing attire is inappropriate (e.g., tank tops, halter tops, crop tops, tight-fitting apparel, low-rise pants, etc.).
- Sweatsuits/windsuits, sweatpants, shorts, exercise wear and flip flops are also examples of inappropriate apparel for the workplace.

- Allowances may be made for wearing more casual clothing (jeans) on a specific day or event such as:
  - Casual Fridays
  - Staff Day
  - Outdoor services, programs or events. Shorts of an appropriate length may be worn for outdoor events during hot weather (see your supervisor)
  - Work days or projects requiring physical exertion such as equipment installation or shifting collections
  - Building temperature-related reasons as determined by the Executive Director
- DBRL does not express an opinion regarding social and political messages. As DBRL representatives, employees must refrain from attire including, but not limited to, clothing, buttons, pins or hats that disrupt this neutral environment.

### **ADMINISTRATION**

Supervisors are sensitive to changes in style, modes of attire, and personal preferences in grooming. Questions regarding appropriate dress and grooming should be answered through the regular chain of command. Supervisors have the responsibility for implementing this policy within their departments or work units.

If an employee reports for work dressed in a manner that does not conform to this policy, the supervisor shall counsel the employee and may instruct the employee to make the changes necessary to conform to the policy. Time taken away from the worksite to make these changes is not paid time, but may be charged to the employee's paid time off or arranged to be made up with the supervisor's approval. Violations of this policy should be handled in accordance with DBRL's Policy 1-281 Disciplinary Action.