

# SH 650 Employee Dress Code

## SH 650.1 Employee Dress Code Guidelines

*Revised: 9/01, 11/06, 4/11*

Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work.

- Staff will wear clean, pressed and well-maintained attire appropriate to the type of work they do. Unwashed, ripped, frayed or cut-off clothing is not appropriate for wear to work in any library, department, or office. All clothing seams must be finished.
- Shoes are required and must also be well-maintained.
- Good grooming and personal hygiene is required.
- Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests is not appropriate for a professional appearance at work.
- Clothing that reveals too much cleavage, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting.

Below is a general overview of acceptable business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire. Separate guidelines are provided for pages not working at service desks and other pre-approved employees (see #7) and to casual Friday and Saturday attire (see #8).

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work.

If questions arise as to what does or does not constitute an appropriate appearance for a particular library, department or office, the immediate supervisor will be the judge. Staff may wear clothes listed as "inappropriate" under such circumstances determined by the supervisor as special workdays, for special projects/events, and inclement weather days. Staff is responsible for clearing in advance "inappropriate" work attire with supervisor.

These guidelines do not apply to uniformed employees.

### ***Defined***

#### **1. Slacks, Pants, and Suit Pants**

- a. Slacks that are similar to Dockers™ and other nice looking dress pants are acceptable. Dressy pants that fall between the mid-calf and ankle are generally acceptable. Leggings, form-fitting pants or tights are acceptable, when worn with an appropriate skirt, dress or pants.
- b. *Inappropriate slacks or pants include capri's (pants that fall above mid-calf) camouflage or cargo pants, sweatpants, exercise pants, shorts, Bermuda shorts, denim overalls or any type of exercise wear when worn without an appropriate skirt or dress. Jeans are inappropriate except as defined in #7 and #8.*

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### 2. **Skirts, Dresses, and Skirted Suits**

- a. *Dress and skirt length should be no shorter than 3" above the knee. Culottes or split skirts may be worn as long as they are full enough to look like skirts. Tights or leggings may be worn under skirts or dresses, as long as the skirt or dress is no shorter than 3" above the knee.*
- b. *Inappropriate attire includes: Skorts, strapless, beach or spaghetti-strap dresses, and short, tight skirts that are more than 3" above the knee.*

### 3. **Shirts, Blouses, and Jackets**

- a. Casual shirts, golf shirts, knit shirts, dress shirts, sweaters, and turtlenecks are acceptable. Tank tops may be worn if accompanied by a jacket or shirt. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Shirts with logos are acceptable as long as the logo is not offensive to your community served, does not create an intimidating or hostile work environment, and fosters a positive, professional image.
- b. *Inappropriate attire includes tank tops, if not accompanied by a jacket or shirt; midriff tops; shirts with potentially offensive words, terms, pictures, cartoons, or slogans; halter-tops; undershirts; and sweat shirts.*

### 4. **Shoes and Footwear**

- a. Most shoes designed for outdoor wear are generally acceptable. Staff who work with lifting, shelving, carrying or pushing book trucks must not wear shoes that are unsafe for work conditions (see MLS Safety Rules; closed toe and closed heel shoes).
- b. *Inappropriate attire includes: casual rubber garden or beach flip-flops, slippers or house shoes.*

### 5. **Jewelry, Makeup, Perfume, Body Art and Cologne**

Jewelry, makeup, perfume, body art and cologne are acceptable when worn or displayed. These must be used in moderation.

### 6. **Hats**

Hats are not appropriate inside the workplace; however, hats may be worn if staff will be working outdoors.

### 7. **Pages Not Working Service Desks and Pre-approved Employees**

Jeans may be worn with an appropriate top as defined in #3 or sweat shirt that is MLS or MLS Friends related.

### 8. **Casual Friday and Saturday Attire**

On casual Fridays and Saturdays only, jeans may be worn by any MLS employee. Jeans may be worn with an appropriate top as defined in #3 or with a sweat shirt that is MLS or MLS Friends related.