

**WESTCHESTER PUBLIC LIBRARY
EMPLOYEE DRESS CODE**

August 8, 2013

It is important that the public have confidence in the staff and the staff members have confidence/pride in themselves when transacting business at the Westchester Public Library. To help present this image and foster public confidence, staff members must dress appropriately for their work assignment, when dealing with the public.

Guidelines

Staff must wear clean and well-maintained attire appropriate to the type of work they do. Shoes are required. Nothing should be worn that has sexual innuendos, political messages, obscene language, etc.

Acceptable attire includes:

- Jeans/jean skirts are permitted but must be appropriate for a work environment
- Slacks, chinos, walking shorts, Capri pants, shorts of appropriate length, or culottes
- Skirts or dresses of an appropriate length
- Sleeveless blouses that do not expose undergarments
- Comfortable shoes – due to the nature of our work employees should avoid wearing spike heels or high heels

The following are examples of unacceptable attire:

- Torn, patched/excessively faded clothing
- Halter tops, tube tops, or tank tops
- No clothing that shows a bare midriff
- Muscle shirts
- Drooping pants that expose undergarments or that require constant repositioning
- Underwear may not be worn as outerwear, nor should it be showing at anytime
- Strapless sun dresses
- Sweat suits or warm up suits, sweat pants
- Shirts with obscene or inappropriate slogans
- Shower shoes and including rubber flip flops
- Tattoos that are vulgar, obscene or intentionally offensive in content must be covered
- No wrist, neck or waistbands which have raised spikes or studs
- Jewelry should not restrict work or be dangerous in job performance
- Except for religious, health reasons, or when necessary for a Library program, caps, hats, hoods, do-rags, bandanas, headbands, sweatbands, or beanies may not be worn