

# **CRAWFORD COUNTY LIBRARY**

## **Policy Manual**

### **Policy No. 212**

#### **Subject: Dress Code**

It is the responsibility of the employees of the Crawford County Library System to present themselves in a manner consistent with the professional image of the organization. The standards must be reasonable and consistently applied to men and women in similar settings, performing similar duties. Clothing choices and grooming practices should not only reflect the nature of our business, but also the culture and atmosphere of the organization.

Employees must maintain good personal hygiene.

Jeans are allowed when it is Friday or the shift or work plan for the day deems it appropriate, with the following guidelines remaining:

- Please refrain from choosing old, beaten, ripped, torn and/or otherwise injured clothing that compromises professionalism.
- Consider your appointments and schedule before deciding to wear jeans at all.

Visible body piercing and tattoos are considered a radical departure from this code and are not permitted (i.e., eyebrow or tongue piercing). Hair must be smart, clean and tidy at all times staff are at work so as to present a professional image. Hair dyes used by either sex must be of natural coloring; e.g. blonde, not purple or blue. Multi-colored dyes are not acceptable, other than natural-looking highlights.

Female staff may wear make-up in moderation, so as not to appear excessive or obtrusive. Exception may be made where make-up is used to conceal a physical disfigurement or blemish such as scars or birthmarks.

Moustaches and beards may be worn and they should be trimmed and kept clean.

Should a question arise on defining inappropriate clothing, the Library Director should be advised so that it can be discussed. If there is a disagreement on interpretation, then the Board should be advised by the Library Director.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises without pay. Nonexempt employees will not be compensated for any work time missed because of a failure to comply with this policy. Repeated violations to the policy will result in disciplinary action.

**ADOPTED:** May 8, 2001

**REVIEWED:** February 12, 2015, April 9, 2015

**AMENDED:** May 14, 2015

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