

Hedberg Public Library
B108 Dress Code
Board Policy
Last update – September 2008

A core value of the library is to welcome all who come here, regardless of their race, creed, color, age, or beliefs. The library strives to provide a welcoming atmosphere to persons of all faiths and backgrounds. Staff should present a business-like appearance, and not wear clothes, buttons, or other symbols that are issue-oriented and controversial in the framework of our community. Expressions of personal point of view on such issues are not appropriate in the workplace.

An employee's appearance reflects the library image to the public. All employees are expected to be clean and to be concerned with good personal hygiene. Moderation in dress, grooming, hairstyles, and body accessories and decoration is expected of all employees. Unkempt appearance can offset many other fine qualities and can negatively reflect the library's image. As all employees are in contact with the library's external and/or internal customers, the library asks that all employees refrain from wearing excessive fragrance (perfume or lotions) and tight or revealing apparel. A business-like appearance precludes eating and chewing gum while working with the public.

While it is desirable for staff to have a business-like appearance, employees whose responsibilities include shelving, building maintenance and other duties which require more physical work and/or working with dirty or messy materials and supplies may wear slacks and tops which are more casual as long as they are neat, clean and not torn and do not have blatant advertisements or slogans. Knee-length shorts are allowed. Maintenance staff members are the only staff members who may wear blue denim jeans or shorts.

Acceptable dress is at all times under the supervisor's, and ultimately, the library director's discretion.

If an employee reports for work improperly dressed, the supervisor will communicate to the employee the appropriate attire and may instruct the employee to return home to change. The employee will not be compensated during such time away from work, and repeated violations of this policy will result in disciplinary action.

On occasion the director may authorize exceptions to the dress code: Halloween or a Green Bay Packer theme day, for example. On clean-up days, staff members wear badges explaining their unusually casual attire.