



Employee Dress Code

Last modified AUGUST 8 2023

The Rowan County Public Library (“the Library”) enjoys an excellent reputation in the community, and the presentation of a positive, professional image is considered important to maintaining said reputation. The public has confidence in Library staff, and staff should have confidence and pride in themselves as demonstrated via appropriate attire.

All Library dress will be defined as “business casual,” which shall be understood to include, though might not be limited to: Khakis/chinos, jeans, capris, or dress slacks; polo shirts, button-down dress shirts, blouses, sweaters, cardigans, and similar tops; skirts or dresses no shorter than three (3) inches above the knee; and shoes should be business appropriate.

LIBRARY LOGO TOPS

The Library will purchase shirts, cardigans, vests, or jackets (up to \$400 for full-time staff and up to \$200 for part-time staff). The Library will purchase up to \$200 worth of replacement tops for full-time staff and \$125 worth of items for part-time staff annually, as needed. Library logo wear must be worn during all times when an employee is at work. Logo wear is also required when an employee is representing the Library at external functions.

APPROPRIATE ATTIRE

Employees must report for work in proper attire and practice high standards of personal hygiene and grooming.

As stated above, skirts must be no shorter than three (3) inches above the knee. Shirts should meet the waistline of the pants or skirt being worn so that no skin is visible at the waistline. Leggings should only be worn with tops that come to three (3) inches above the knee or further.

The employee is expected to dress according to the standards set by the Library. Supervisors are responsible for ensuring that standards of dress are maintained. Supervisors should be consulted when an employee is unsure of appropriate attire.



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INAPPROPRIATE ATTIRE

Employees who dress inappropriately may be asked to leave and return in appropriate attire. Employees will not be paid during that time. Repeated occurrence of inappropriate attire could result in termination.

A complete list of inappropriate attire is impossible to provide, as styles and personal choices in clothing vary greatly; however, a short list of examples includes:

- Halter tops or other shirts that do not adequately cover shoulders and/or cleavage; and
- clothing that displays inappropriate messages; and
- torn or soiled clothing; and
- bare midriffs; and
- miniskirts; and
- exercise apparel (e.g. sweatpants, yoga pants).

Shorts are considered to be inappropriate for staff members in most situations, but may be allowed for certain activities (such as outreach or events in warm weather) or for certain positions, at the discretion of the Executive Director.

BODY ART

The Library respects the rights of individuals who engage in body art (e.g. tattoos, piercings, etc.). Any visible display of body art must be appropriate for the workplace. Inappropriate pictures or words should be covered while at work.



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RELAXATION OF DRESS CODE

The dress code may be relaxed on special occasions or during special work assignments where staff can expect to have reduced visibility and contact with the public. The Executive Director will approve any such relaxation of the dress code.

Some positions are given the flexibility of a relaxed dress code with consideration to regular work assignments, at the discretion of the Executive Director.

SPECIAL CONSIDERATIONS

Directorial, supervisory, and managerial staff are generally expected to maintain a higher level of business dress than other staff. On "casual days," staff in these positions should still seek to maintain a high standard of appearance.