

Staff Dress Policy

The Library enjoys an excellent reputation among the citizens of Harlan and Shelby County. While there are many reasons for this reputation, one of the ways to help maintain it is for all staff to present a professional image to the public. It is important that the public has confidence in the staff and the staff members have confidence/pride in themselves when transacting business. To help present this image and foster public confidence, staff members must dress appropriately for their work assignment. The library director will discuss inappropriate dress with individual staff members.

Guidelines

Staff will wear clean and well-maintained attire appropriate to the type of work they do. Shoes are required and must also be well-maintained. Good grooming is required.

In compliance with this policy, the following are examples of unacceptable attire:

- torn, patched/faded clothing
- halter tops
- tube tops
- tank tops
- muscle shirts
- strapless sun dresses
- shorts shorter than mid-thigh
- shirts with slogans or large-letter advertising
- sweatsuits/warm-up suits; sweat pants
- thong-type sandals
- hats

Fridays will be considered casual. Jeans that are not torn or faded will be allowed.

Reviewed and Ratified by the Library Board of Trustees on March 16, 2009