

## **DRESS POLICY**

Individual personal appearance affects the perception of the professionalism at Belleville Public Library. All employees must dress appropriately and maintain high standards of personal hygiene. Consistent with other policies, clothing should not contain any advertisements of alcohol or cigarettes and should not have any offensive language or images.

"Business casual" dress is appropriate for employees who work in the library buildings. Business casual attire includes sports coats, blazers, jackets, sweaters, shirts, slacks, dresses, skirts, culottes, capris, stockings or trouser socks. Clothing such as sweatpants, sweatshirts, jeans, shorts, and tee shirts may be worn if staff is involved in a project that warrants such dress. Employees may wear supportive shoes which are clean and neat in appearance.

Employees may opt to wear jeans Fridays and Saturdays. The jeans must be in line with the business casual dress policy as previously stated. (rev. April 13, 2006)

Maintenance staff should wear appropriate shoes. Hard toed shoes are preferred; however, tennis shoes or shoes made of canvas-type material or leather are acceptable. During warm weather, maintenance staff may wear appropriate length shorts. Maintenance staff may wear sweatshirts and jeans. Apparel must be in line with the casual dress policy as previously stated.

The director has the final discretion to deem appropriate apparel.

Revised 8/14/ 2007  
Reviewed 8/11/2009  
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