

# **Dress Code Policy**

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## **Section 1: Purpose**

It is the policy of the GARDEN CITY PUBLIC LIBRARY that all employees maintain and present themselves in such a manner that their hygiene and general personal appearance conform to Garden City standards. Professional appearance results in professional performance that will reflect a positive image to the public.

All employees shall be responsible for their personal appearance and hygiene. Employees are expected to be neat and clean, and to use prudent judgment, good taste, and common sense regarding appropriateness of attire. Attire shall not interfere with job performance or job safety and should be neat and clean at all times.

## **Section 2: Acceptable Attire**

The underlying standard for this dress code is “business casual.” Acceptable attire includes, but is not limited to:

- Suits, blazers, or sport coats
- Dress shirt with/without necktie
- Dress slacks
- Khakis or Dockers style slacks
- Jeans that are not torn, frayed, or stained (clerks and pages only)
- Business dresses or skirts of an appropriate length
- Pantsuits
- Sweaters
- Polo or golf shirts
- Plain tee shirts – not stretched out or faded – (clerks and pages only)
- City, Library, or Friends logo apparel
- Dress shoes, loafers, flats, dress boots, or dress sandals
- Pages and clerks may wear athletic shoes or sneakers that are clean

## **Section 3: Unacceptable Attire**

Examples of unacceptable attire include, but are not limited to:

- Excessively short skirts, see-through or low-cut tops
- Sweat pants, sweatshirts, or jogging suits
- Flannel shirts
- Faded, torn or ragged jeans
- Shorts
- Cropped tops, tube tops, tank tops, halter tops etc. Shirts must be long enough to tuck in or cover the waistline.
- Caps, hats, sweat bands, bandanas. (The Library Director may authorize exceptions for employees under-going medical treatments resulting in hair loss.)
- Shirts with logos, images, text, etc. on the front or back, except for those designed to promote current Library programs, and official City, Friends, or Library apparel.
- Beach shoes, worn tennis shoes, flip-flops
- Torn, worn or frayed clothing

## **Section 4: Exceptions**

Employees who are scheduled to work on days the Library is closed to the public may wear comfortable clothes (jeans, tee shirts, sweats, and athletic shoes), as long as their appearance remains neat. Shirts with logos, images, or text remain unacceptable, as do frayed, ripped, or torn clothes.

The Library Director may authorize exceptions to this dress code when special projects warrant more relaxed attire (e.g. reorganizing collections, setting up book sales, preparing flower beds etc.), or for holidays and library programs.

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Approved by Library Board: 12/10/2013

Page 2 of 2

A handwritten signature in black ink, appearing to be "J. Smith", located at the bottom right of the page.