

## **ADAMS COUNTY PUBLIC LIBRARY**

### **SECTION 3.150 – PERSONAL GROOMING AND CONDUCT** (revised 04/20/2016)

Employees are expected to be clean, neat, and well groomed at all times. Clothing in need of repair or cleaning, sheer materials without proper undergarments, and casual wear (such as shorts or blue jeans) are not acceptable business casual attire.

Business casual attire permits employees to wear comfortable clothing in the workplace while projecting a professional image for library customers, potential employees, and community visitors. A general description of business casual dress can be found in an online article entitled “Dress for Work Success: A Business Casual Dress Code,” by Susan M. Heathfield.

<[http://humanresources.about.com/od/workrelationships/a/dress\\_code.htm](http://humanresources.about.com/od/workrelationships/a/dress_code.htm)>

Variations from this general description include the following:

1. Medical or religious considerations may supersede the business casual dress code.
2. For work safety reasons, shoes must cover both the heel and the toe.
3. Summer Reading Program T-shirts (worn discretely) and sweatshirts with holiday logos may be worn during the appropriate seasons.
4. Employees with facial piercings or excessive ear piercings may need to remove studs, earrings, etc. during regular work hours, depending on the position and the directives of the Executive Director. Employees with inappropriate or an excessive number of tattoos, may be required to wear clothing that conceals the tattoo(s).
5. Hosiery is not required.
6. Casual (dress-down) dress can be worn on work days when libraries are not open to the public.
7. Blue Jeans may be worn by those working in maintenance, custodial, and pages. They must be clean, free of tears, holes, and obvious stains, and not excessively worn.
8. Blue Jeans may also be worn by all employees on Friday and/or Saturday, providing they conform to the above guidelines.

Business-like conduct is to be observed at all times employees are on duty or representing the library. Employees are expected to be courteous, polite, and helpful to our patrons and to other staff members without regard to race, color, creed, national origin, sex, age, or disability. The chewing of gum, eating, and drinking are not permitted in the public service areas other than during scheduled programs.