

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: LIBRARY WORK RULES, BUSINESS ATTIRE AND APPEARANCE	Issued: 12/9/10 11/14/19	No: B-6A B-7
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Purpose

Library employees remain in the public eye ~~no matter what our~~ regardless of individual work assignments, ~~and we~~ are expected to maintain high professional standards. One of the most noticeable expressions of such standard is dress and appearance. We want Library employees not only to do their best, but also to look their best as they continue to uphold the high image of the ~~Library and~~ City of Waukesha.

Summary

The following is the general business ~~casual~~ attire and dress policy adopted by the Library. ~~Business casual attire is not as formal as traditional office wear, but still designed to portray a professional or business-like atmosphere. Employees must adhere to this policy.~~ Some exceptions may be made in accordance with department specific policies and guidelines depending on job functions (e.g., Library custodial staff and Page/Shelvers, fire, police, field personnel, IT equipment installers) or when an employee's religion dictates certain dress requirements. ~~For all employees, safety should also be a primary concern.~~

Whenever on Library business or otherwise representing the Library, employees are expected to present a clean, ~~and~~ neat ~~and unwrinkled~~ appearance and to dress according to the requirements of their position. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

~~In special circumstances, such as holiday celebrations or during special occasions, department heads may choose to allow staff members to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear disheveled clothing or "Prohibited Items of dress" (see below for details).~~

Guidelines

~~Department heads may exercise reasonable discretion regarding this policy to determine the appropriateness in professional standards of employee and appearance.~~

1. Badges - Except in those areas where alternative identification has been authorized, the Library Identification Badge must be worn at all times.
2. Prohibited Items of Dress Specific prohibited dress items include, but are not limited to, inappropriate footwear (i.e. ~~athletic shoes*~~, ~~sandals~~, slippers, ~~flip flops**~~), ~~T-shirts, pajamas, beachwear~~, leisure clothing (i.e., sweat suits,

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shorts, hats), low cut tops, crop tops, tank tops, and jeans. (See "Casual Fridays" for exceptions) Additionally, tight revealing or otherwise workplace-inappropriate dress is not permitted.

3. There are certain limited exceptions to this dress code for field personnel, for weekend or night work (after regular office hours), for those working around hazardous machinery (e.g., loose clothing should be avoided to prevent the possibility of entanglement) and ~~may be made~~ for those temporarily medically ~~disabled~~ impaired.
4. Signs, Slogans, Pins, or Buttons - Employees may not display any sign, slogan, pin, button, or other item which contains words or symbols offensive or insulting to any group or individual. If you are considering political activity, ~~check with your supervisor to find out which activities are prohibited by law~~ note that the following are prohibited from being performed while on duty:
 - a. demonstrating
 - b. soliciting votes or contributions at any time in any working area of the library or any city of Waukesha facility
 - c. circulating petitions
 - d. counting or recounting votes
 - e. conducting or participating in opinion polls
 - f. fundraising
 - g. all other activities not considered part of the employee's normal duties
5. Work Clothes and Uniforms - Work clothes and uniforms are provided for some departments. In these cases, the employee is responsible to wear them at all times on the job, and for maintaining them in a neat and clean manner. (See department specific policies and guidelines for details.)
6. Personal Safety Equipment and Protective Clothing Personal safety equipment and protective clothing such as safety glasses, gloves, safety shoes, etc., must be worn where required by working conditions or hazards. Determination of an employee's need for safety equipment and protective clothing is a matter of Library policy, and a supervisory responsibility, and will be treated as such. Work safety appearance standards may be established in departmental rules. ~~For those working hazardous machinery loose clothing should be avoided to prevent the possibility of entanglement.~~

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7. Fridays – Fridays will be treated as casual dress days. This means that on Fridays, casual clothing that is appropriate for an office environment may be worn at work. Employees may wear jeans (not low-rise, stained, ripped or frayed) with a Library or City of Waukesha logo clothing, sports team jerseys (during season), clean athletic shoes or other appropriate business casual attire. This includes clothing that allows the employee to feel comfortable at work, yet always look neat and professional.
8. Piercings and Tattoos – As the Library maintains a professional, business casual image at all times, any type of large hoops, posts, etc. that may be applicable to visible body piercing are not to be worn while on Library time or during the execution of Library duties. This includes, but is not limited to, nose, eyebrows, and cheek and tongue piercing. Earrings in the ear are not included in the above prohibition.
9. Tattoos - Any visible tattoos that depict discriminatory, obscene, drug, alcohol or gang-related graphics and/or inappropriate wording must be completely covered while on Library time or during the execution of Library duties.

Additional Information

Employees must adhere to this policy. Any employee who has a question as to what constitutes appropriate business casual attire and appearance is encouraged to should check with their supervisor.

Department Heads and Supervisors are responsible for monitoring and enforcing this policy.

Continued infractions relating to Library work rules in any of these areas could result in corrective disciplinary action, up to and including termination of employment.

**Unless approved by department head or if certification is received from a medical provider stating that employee must wear athletic shoes for health reasons.*

***Flip flops are defined as a light sandal typically of plastic or rubber with a thong between the big and second toe.*

~~*§ 103.14(2), Grooming requirement; Notification. Each employer shall, at the time of hiring, notify each employee about any hairstyle, facial hair, or clothing requirement. There may also be a need for accommodation where an employee's religion dictates a certain dress or grooming.~~

Approved by the Library Board
~~12/9/10~~ November 14, 2019