

SECTION 6.15 PERSONAL APPEARANCE

~~Employees are expected to maintain a standard of personal appearance and grooming befitting their standing in the work community and appropriate for their job assignment.~~

- A. ~~Dress Code – As representatives of the Library, all employees are expected to dress in a manner that assures their safety and ability to perform their jobs. An employee's dress and grooming should be appropriate to their work situation. This includes refraining from wearing inappropriate attire, such as revealing or provocative clothing, to the workplace. The Library has therefore established a standard for employee dress, grooming, and personal hygiene to ensure a productive and safe work environment as well as to maintain an appropriate Library-wide image. The Library has the exclusive right to determine and establish standards of dress, grooming, and personal hygiene dictated by need, exposure to the public, safety, and common sense in the workplace and at other functions and activities that are directly or indirectly related to the Racine Public Library.~~

~~The Library recognizes that personal appearance is a form of self-expression. The Library makes no effort to control or dictate employee appearance, except where it conflicts with Library policy or operations, health and safety, or interferes with another employee's ability to perform their job. Requests for reasonable accommodation (i.e., Title VII, ADA) will be considered on a case-by-case basis.~~

~~Library administration, department heads, and supervisors have the discretion to determine whether an employee's dress and appearance comply with this policy. Employees who do not comply with the Personal Appearance Policy will be sent home to change. Non-exempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Repeated non-compliance with the Personal Appearance Policy will result in disciplinary action up to and including discharge.~~

- B. ~~Employees are expected to dress in an appropriate manner consistent with the work being performed during their shift. Please use good judgment in determining how casual your clothes should be. Below are non-exhaustive lists of Acceptable and Unacceptable Clothing. Exceptions may be made at the discretion of the employee's Supervisor if such exceptions are deemed appropriate based on the nature of the employee's work. Employees must exercise good hygiene at all times.~~

- a. Acceptable Clothing:
 - i. Khakis, slacks, jeans, opaque leggings, or other trousers
 - ii. Button-down shirts, blouses, polos, knit shirts
 - iii. T-shirts or sweatshirts in good repair
 - iv. Sweaters and vests
 - v. Jackets, blazers, sport coats, cardigans
 - vi. Dresses, skirts, shorts, or kilts long enough to cover your entire behind while performing job duties
- b. Unacceptable Clothing:
 - i. T-shirts or sweatshirts with slogans or designs inappropriate for the workplace
 - ii. Any see-through, low-cut, cropped, or otherwise revealing clothes that show your undergarments or areas generally covered by undergarments
 - iii. Pajamas
- C. Body Piercings and Tattoos: Body piercings are allowed so long as they do not pose any safety threat to the employee or to patrons. Visible tattoos are allowed; however, employees may be asked to cover tattoos that depict profanity, hate symbols, or explicit content. Exceptions may be made at the discretion of the Executive Director if such exceptions are deemed appropriate based on the nature of the employee's work.
- D. Identification Badges: Except where it would cause a safety hazard or directly interfere with an employee's ability to perform their work as determined by their supervisor, Library-issued identification badges must be worn by all employees while working in public service areas in an easily visible spot at or above the waist. Lanyards will be supplied by the employer, but employees are welcome to use their own lanyards provided they adhere to the rest of this policy.