

## **Staff Dress Code Estherville Public Library**

The staff of the Estherville Public Library are expected to represent the library well, and come to work in attire that addresses their safety, allows for the physical requirements of their duties, and conforms to community standards.

### Full Time Employees:

- Footwear should not “flop” or produce noise. Shoes should be clean and in good condition.
- Profanity, drugs, alcohol, or vulgar images are not to be represented on the clothing of staff members on duty.
- Coverage of the body:
  - Leggings are permitted with a top that extends at least to mid-thigh (fingertip rule) all the way around.
  - Skirts, dresses, and shorts must extend at least to mid-thigh (fingertip rule).
  - Low cut tops, exposed midriff, and attire that could reasonably be considered revealing is not appropriate for work.
- Jeans: Nice looking jeans (without holes or stains) are permitted with a top consistent with “business casual” attire.
- Staff shirts: Staff members are welcome to wear their staff shirts on programming days, or as determined by consensus.
- Hair, nails, and facial hair must be kept clean and neat.
- Tattoos and piercings should be covered if displaying profanity or offensive images, and should not be a hindrance to the work expected in a given position.
- Business Casual attire is appropriate.

### Special Considerations:

- Heating and cooling problems will result in relaxed standards as needed
- Jobs that are messy or that require more physical exertion
- Physical issues resulting in difficulties with one or more of these standards can be worked out with the department supervisor

***The presiding supervisor will make the determination regarding these standards as questions arise.***

**Approved: 7/11/2017**

**Reviewed: 11/3/2020, 6/2023**