

## **APPROPRIATE DRESS POLICY**

### **GENERAL POLICY**

Employees are expected to arrive to work appropriately groomed and attired to instill confidence in the patrons with whom the employee interacts with on a daily basis.

### **APPROPRIATE ATTIRE**

Employees are expected to wear uniform attire when on the public floor serving patrons. Uniform attire is business casual with a logo top purchased through BPL's vendor of choice, ID badge, nametag, and radio with earpiece. Employees who are not working on the public floor should dress in business casual attire to work public service when necessary. Vests will be available for employees who forget their uniform top. All clothing must be clean, free of lint and hair, and not wrinkled.

Business casual attire consists of khakis, dress pants, or skirts with a nice top or a dress. Library themed T-shirts are allowed with logo wear on top when on the public floor.

Jeans are allowed on Friday and Saturday with a \$1 contribution to the Sunshine Fund.

Fun days may be allowed from time to time, i.e., packer gear, ugly sweaters, costumes, hats, etc. as approved by the leadership team.

### **UNIFORM PURCHASING**

Upon hiring, employees will receive up to \$160 to purchase an array of uniform clothing. Employees are welcome to purchase additional uniform clothing at their own expense. Moving forward, upon each employee's anniversary date, employees will receive \$50 to purchase additional uniform clothing. At any time, if the purchase exceeds the allotted amount, the overage will be due to Beloit Public Library upon receipt of order.

Any remaining balance upon purchases will not be carried forward to a future purchase. Balances are not transferable to another employee.

### **PROHIBITED DRESS**

There are certain types of attire that are considered inappropriate for work at the library. Inappropriate attire includes but is not limited to shorts, sweat clothes, sports or workout clothing (yoga type pants only allowed under a skirt or dress), hoodies, hats, coats, clothing with inappropriate messages or promotional information, and flip-flop type sandals.

The above sections constitute the expectation of appropriate dress at Beloit Public Library. Employees violating this policy may be subject to discipline.

History: Beloit Public Library Board adopted August 2022, Revised March 2024.