**Dress Standards for the Aurora Public Library**

Employees of the Aurora Public Library work together to create a pleasant, safe, and business-like environment. Acceptable dress and good grooming and personal hygiene not only reflect the pride and self-confidence of the employee, but also contribute to a favorable public image of the library, inspiring confidence and reflecting its value to the community.

Maintaining a business-like image requires the cooperation and good judgment of every employee. Dress, grooming and hygiene standards provide guidance for all employees in their work environment. Managers and supervisors are responsible for enforcing the guidelines and making judgment calls for inappropriate dress or appearance. If you are uncertain about appropriate dress for work, please ask your supervisor or Human Resources before wearing the article in question. Failure to abide by the guidelines may require an employee to go home if adjustments cannot be made at work. Missed time may not be compensated.

A business-like appearance is expected of all employees.

* Clothing should be clean and pressed, not excessively worn or faded, nor frayed or have holes.
* As all employees are in contact with the library’s external and/or internal customers, they should refrain from wearing excessive fragrance (perfume, aftershave, or lotions).
* Clothing should not be excessively baggy nor excessively tight.
* Nothing should be visible that has political messages, obscene pictures or language.
* Shoes must be worn.
* All employees should wear their name tags during work hours, including when employees are out of the building representing the library for work-related duties.

The chart below is not a definitive tool for business-like attire, but is intended to give guidance.

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| **ALLOWABLE CLOTHING** | **UNALLOWABLE CLOTHING****(Some unallowable items may be allowed as part of an overall businesslike look.)** |
| Casual and tailored dress shirts or blouses, shell tops, polo or golf shirts, turtlenecks, sweaters | Halter tops, standard cotton t-shirts\* (plain or with messages), muscle shirts |
| Dress or casual slacks, chinos, Dockers, or capris  | Sweatpants or other knit pants, bib overalls, exercise pants, spandex or other stretchy form-fitting pants, leggings unless worn with a dress or long tunic, shorts, denim jeans**\*** |
| Footwear should be professional, safe and appropriate for the duties and responsibilities of the employee. This includes fashion boots, flats, dress heels, sandals, and leather deck-type shoes, and may include certain dark-colored rubber-soled shoes | Flip flops, croc-type gardening shoes, athletic shoes\*, sneakers\*, slides, hiking boots\*, slippers |
| Dresses, skirts | Uncovered spaghetti straps, sheer, low-cut, cropped or tight clothing, miniskirts (short skirts with hemlines several inches above the knee).  |
| Head covers that are required for religious purposes or to honor cultural traditions and those for medical reasons. | Hats\*, ball caps, knitted hats, hoods |
|  | *An \* indicates exception for certain job classifications or circumstances.* |

From time to time, management may relax the dress code for specific events or time periods. Exceptions may also be made for medical reasons.

**\*** **Job classifications with modifications or exceptions:**

In addition to the above, the following job classes may wear:

Couriers

Custodians and Maintenance

Clerical Aides and Pages

Outreach Services staff — when working on the bookmobile or van (All other times, they must adhere to guidelines set above.)

* Shirt or blouse, plain t-shirt (no pictures or writing, no library t-shirts)
* Dark (black, brown, dark blue) jeans
* Athletic shoes, sneakers, and closed-toe shoes or boots
* Head coverings when working outdoors, such as hats with brims to keep off the sun or knit hats in winter

Network Assistants may wear dark jeans; may not wear standard t-shirts or athletic shoes