	<b>LIBRARY DISTRICT POLICIES AND PROCEDURES</b>		
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I. PURPOSE


- A. To provide guidelines to employees, supervisors, and management regarding what may or may not be appropriate dress in the Yavapai County Free Library District.

II. POLICY

- A. Library District employees are expected to represent the Library District to its citizens in an exemplary manner both in conduct and appearance. The attire worn by Library District employees is to be clean, neat and in keeping with the nature of the duties performed. The Library District Director is responsible for determining and enforcing the dress code for his or her respective areas of responsibility which may include personal protective equipment and/or uniforms.
- B. Because of the changing nature of fashion, regulations pertaining to acceptable employee attire and grooming are flexible. There are, nevertheless, certain expected norms of professional appearance, of personal neatness, cleanliness and good grooming, which are applicable to all employees. The Library District reserves the right to advise any employee at any time that his or her grooming, attire or appearance is unacceptable. After having been so advised, the employee will be expected to comply with the suggested change. Failure to do so will result in disciplinary action up to and including dismissal.
- C. Business casual attire is the required work attire for employees of the Yavapai County Free Library District. Using the guidelines contained herein, employees are asked to use their best judgment in considering what is and what is not appropriate attire. If you experience uncertainty about acceptable business casual attire for work, please ask your supervisor.

III. PROCEDURE

- A. Business casual attire does not include items such as:
1. Sweatpants, exercise pants, bib overalls, and leggings as pants.
  2. T-shirts with words, slogans, phrases, pictures, etc. of a racial, sexual, or political nature, or which would create a violation of any other County Policy (Standards of Conduct and Performance Policy).
  3. Flip-flops or slippers. Open-toed shoes are considered a danger for staff who are handling heavy materials and should be avoided.
  4. Clothing that reveals your stomach or undergarment.
  5. Clothing that reveals too much of your back or chest.
- B. Clothing must be clean, neat, free of stains, odor, rips and/or tears. Nametags must be worn at all times in a visible place while on duty.

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- C. If an employee is wearing something that doesn't follow these guidelines, a supervisor should address it privately on a case-by-case basis, e.g., if an employee is wearing a t-shirt with potentially offensive language, the supervisor can speak to the employee privately and say that the particular shirt is not considered appropriate business casual attire. An employee may be asked to go home and change if their attire is deemed inappropriate,