

Employee Dress Code Policy

Purpose

It is the policy of the Rawlins Municipal Library that all employees maintain and present themselves in such a manner that their hygiene and general personal appearance conform to acceptable standards. Employees are expected to be neat and clean, and to use prudent judgment regarding appropriateness of attire. Attire shall not interfere with job performance or job safety. The underlying standard for this dress code is "business casual." Nothing should be worn that has sexual innuendos, political messages, obscene language, etc.

Acceptable Attire

Acceptable attire includes:

- All employees must wear shoes
 - Employees are expected to wear comfortable shoes that works for them and the work they do at the library
- Jeans
 - Jeans cannot be distressed, have holes, be baggy or saggy, low cut, or reveal undergarments
- Slacks
- Capris
- Skirts of an appropriate length
 - If the skirt is too short the Director reserves the right to ask the employee to go home and change
- Blouses
- Sweaters
- Collared Shirts
 - Sleeveless, collared shirts are allowed
- Leggings are allowed to be worn under dresses, skirts, or long shirts
 - Leggings by themselves are not allowed
- City of Pierre Shirts and Rawlins Municipal Library Shirts are allowed any day of the week

Unacceptable Attire

Unacceptable attire includes:

- Flip flops
- T-shirts on any day of the week, including reading t-shirts
 - The only exception for t-shirts is if the Director makes an exception for a t-shirt for a special event
- Shorts
 - The only exception for shorts is if the Director makes an exception for shorts for a special event
- Sweatpants
- Sweatshirts
- Tank tops, cropped tops, tube tops, halter tops, etc.
 - Undergarments must not show underneath the employees shirt
- Hats, caps, bandanas, etc.
 - There are exceptions for employees undergoing medical treatment
- Tattoos that are vulgar, obscene or intentionally offensive in content, or excessive piercings, are not allowed to be visible and should be covered during working hours.

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