

## **Onondaga County Public Libraries Work Attire Guidelines For Central and Branch Staff**

**POLICY:** It is the policy of the Onondaga County Public Library that employees will present a respectful, business like appearance preserving public confidence and employees' pride at work.

### **PROCEDURES:**

#### All Employees:

- All employees are expected to wear attire, including footwear that is clean and neat, and is not faded, threadbare, torn or too revealing. Clothing should ~~not be distracting~~ but appropriate for a public work place.
- OCPL employees, including new hires, will receive a copy of the guidelines.
- County policy requires all employees to wear their ID badge while working.
- The library director or designee has discretion to determine appropriateness of attire when a question comes up. If the library director or designee determines that an employee's attire is inappropriate, the employee is responsible for finding proper attire before continuing to work.
- Supervisors will counsel any of their employees who are consistently not meeting both the spirit and intent of these guidelines according to Onondaga County work rules in accordance with disciplinary action set forth in the agreement between CSEA Local 834 and Onondaga County.
- While it is not practical to prescribe appropriate attire for every situation, a few examples follow:

#### Example of Appropriate Attire

- Sweater, sport shirt, polo/rugby shirt, casual pants, sport coats, slacks, skirts, dresses, corduroy, **jeans of any color that are clean and not torn**, etc.
- Capris or cropped pants ~~are allowed in at least mid-calf length~~
- ~~Culottes are permissible~~
- **Khaki or cargo shorts**

#### Example of Inappropriate Attire

- Exercise clothing (gym clothes, sweats etc.), crop tops, revealing clothing, ~~leggings or~~ leotards, and shirts with offensive or **political** language **and/or** images.
- Flip flop sandals (rubber type)
- Anything that is faded, threadbare, or torn in any manner

#### ~~Professional staff<sup>2</sup> and the staff working in the Administration Wing:~~

- ~~All professional staff and the staff working in the Administration wing will be held to the guidelines noted above.~~

#### Exception to the Guidelines:

- Upon approval from the appropriate administrator, branch managers and central unit heads may waive the guidelines temporarily for particular circumstances. Examples are special programming needs or working conditions that require special clothing.