

Amended June 25, 2020

Employee Dress code:

Employees will wear only shirts provided by the Library which will be worn with pants, skirts or capris in one solid color

NO spandex or leggings

NO tight or baggy

NO dirty

NO frayed, holes or distressed

NO bright colors or patterns

NO undergarments showing

NO shorts (unless authorized by the Director at special events)

Skirts/Dresses fingertip length

NO hats

Employees who are asked to attend special meetings or events may when authorized by the Director wear Business/Professional Attire

All shirts will be signed out to each employee. Employees may not receive their final checks until all signed out items are returned

The Boone County Library does not discriminate against any protected class; thus, an employee who believes the appearance policy infringes on their rights may request an accommodation. The Director will discuss the issue with the employee and make accommodations as needed.

If an employee reports for work improperly dressed or groomed, the supervisor will instruct the employee to return home to change clothes or to take other appropriate corrective action. The employee will not be compensated during such time away from work, and repeated violations of this policy will be cause for disciplinary action.