PALM SPRINGS ART
MUSEUM

Staff Dress Code

The purpose of a dress code at the Museum is to achieve a reasonable balance between three sometimes competing objectives:

1. Assuring employee safety and compliance with OSHA regulations,
2. Maintaining an appearance of professionalism among all employees, and
3. Enhancing employee morale and comfort in the workplace.

     This dress code applies primarily to staff working in the Marks Administration Building or relative positions. Visitor Service Officers and Facility staff is provided with a uniform as part of the job requirements.

     Being a seasonal organization, appropriate dress follows the season. During the busy season (winter, October – April), staff is asked to be well groomed in a **professional** manner (suits, ties and nylons are not required). During the slower months (summer, May – September) as programming, events, and schedules are reduced, staff is encouraged to be well groomed in a *casual* **professional** manner following the guidelines in the examples listed below:

     Please remember that the casual professional summer dress code is a privilege and can be rescinded if deemed necessary.

Summer Dress Code:

MEN	WOMEN
Appropriate:	**Appropriate**:
Polo shirts	Sleeveless tops
Dress shirts – Short sleeve shirts	Walking shorts (long length style)
Khaki pants	Casual summer dresses and skirts
Bermuda Shorts (cotton or linen)	nylons/panty hose not req'd
Sandals	Sandals
Athletic shoes (tennis shoes)	Athletic shoes (tennis shoes)
Inappropriate:	**Inappropriate:**
Novelty t-shirts	Novelty t-shirts
Blue jeans	Blue jeans
Blue jean – Shorts	Blue jean – shorts
Cut-off shorts	Cut-off shorts
	Short shorts
	Short skirts/dresses
	Spaghetti straps
	Halter tops
	Short tops (exposed midriffs)
	Backless dresses
	Tube tops
	Tight/provocative clothing

There are often circumstances when deviations from the dress code are acceptable (and necessary). However, staff should first obtain approval from their department head or the Human Resources Department.