



WASHINGTON PARISH LIBRARY

Dress Code

The Washington Parish Library staff and volunteers are expected to present a positive image to patrons, vendors, and the public at all times. Each person shall be responsible for their personal appearance and hygiene. *Anyone representing the Library* is expected to be neat and clean, and to use prudent judgment, good taste, and common sense regarding appropriateness of attire. Attire shall not interfere with job performance or job safety.

General Appearance

All Library representatives must wear a nametag when acting on behalf of the Library to ensure clear identification, promote a welcoming and professional environment, and support safety and security.

Employees shall adhere to business casual standards while at work or while representing the Library at events. All clothing must be clean, neat, and in good condition, without holes, tears, or excessive wear.

Clothing or accessories with the following are not permitted during work hours:

- Implied or explicit profanity
 - Advertisements or logos for alcohol or tobacco products
 - Illegal, racial, or sexual content
 - Political endorsements
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Tops & Bottoms

The following are guidelines to help define business casual attire. This is not intended to be an all-encompassing list; exceptions may be handled on a case-by-case basis.

- Tops that fully cover the midriff and all undergarments

- Dockers, khakis, chinos, jeans, capris, and dress slacks
 - Business dresses or skirts no shorter than two (2) inches above the knee
 - Leggings may be worn **only** under skirts, shorts, or dresses
 - Approved logo apparel, including:
 - Parish, Library, or Friends promotional shirts
 - Literary- or library-themed shirts
 - Summer Reading or event-specific shirts
 - Holiday shirts as designated by Administration
 - Overalls and shorts (no shorter than two [2] inches above the knee) may be worn **only**:
 - For outdoor programs/outreach
 - Special non-public work assignments
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Footwear

Employees shall wear clean, comfortable, closed-toe footwear to ensure their safety and well-being while at work.

- Open-toed shoes are not permitted.
 - Open-heeled shoes may be worn if they include a back strap or other means of securing the shoe to the foot.
 - Flip-flops and other unstable or loosely fitting footwear are not allowed.
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Headwear & Audio Devices

- Hats and visors may be worn only while working outdoors and must still meet general appearance standards.
- Headphones and earbuds are not allowed in public service areas.

- In non-public workspaces, use of headphones/earbuds may be allowed as a privilege, not a guarantee, with supervisor approval. Permission may be revoked if it interferes with performance or communication.

Technology Use in Appearance

Employees are expected to maintain a professional and distraction-free presence.

- Smartwatches may be used discreetly (e.g., checking the time or calendar alerts), but should not be used for texting, calls, or entertainment while on duty.
 - Wearable technology with recording or camera capabilities, such as smart glasses, is not allowed unless explicitly approved by the Library Director. This policy helps protect patron privacy.
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Body Art

The Library respects employees' rights to express themselves through body art, including tattoos and piercings. However, any visible body art must be workplace-appropriate.

- Tattoos that include profanity, nudity, depictions of illegal acts, or racial/ethnic slurs must be covered during work hours.
 - Supervisors may ask employees to cover body art deemed disruptive, offensive, or inappropriate.
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Responsibilities and Repercussions

- Supervisors are responsible for ensuring that dress code standards are followed.
- Employees unsure of appropriate attire should consult their supervisor.
- Employees who violate the dress code may be asked to leave and return in appropriate attire. Time away from work to change will be unpaid.
- Violations will be documented in the employee's personnel file. Repeated

violations may result in disciplinary action, up to and including termination.

The Library Director will make exceptions for religious and disability accommodations as required by each circumstance. The Library Director may also authorize exceptions to the dress code for special projects (e.g., reorganizing collections, setting up book sales), training days, or special events. Staff will be notified of any temporary changes to the dress code in advance.