

Employee Dress Code

Effective date: 04-28-2004

Last revised: 02-15-2023

Last revised: 02-15-2023

Policy Statement

To promote public confidence and respect for the Library, employees are expected to dress in a professional manner.

Regulations

1. Employees may wear JCPL-issued attire.
2. Employees must always wear footwear appropriate to their job duties.
3. Employees may have piercings in the ears, eyebrows, and/or nostrils, though no employee may report to work with jewelry in pierced septum, lips, tongue, or other visible places.
4. Tattoos above the shoulders must be covered. Any visible tattoo must be appropriate for the workplace.
5. All employees should avoid wearing:
 - Tight and/or sheer clothing
 - Skirts or dresses which are shorter than knee-length
 - Shirts which do not completely cover the waistline
 - Athletic, commercial, or promotional apparel
 - Screen printed T-shirts or sweatshirts
 - Leggings not covered by a skirt, dress, or fingertip-length top
 - Hats
 - Shorts
 - Flip-flops and slides
 - Sandals intended for beach-wear
 - Clothing that is ripped, faded, low-cut, low-riding, or otherwise deemed unpresentable.
6. Employees who fail to comply with this dress code may be written up by their supervisor(s) and sent home to change. Time used to do so will not be paid by the Library. Additionally, failing to comply with the Library's Dress Code may be grounds for dismissal (see Personnel Policy).

Questions regarding application of the Dress Code should be directed to the employee's supervisor.