

Dress Code

Pittsylvania County Public Library system is a public service delivery organization and expects all employees to dress appropriately for a business environment and in keeping with his or her work assignment. Public image plays an important role in developing and maintaining support for the library. It is important that staff present a professional image to the public. Dress that is extremely casual could be interpreted to mean that we do not care.

To maintain the confidence and respect of the citizens of the county, each employee must exercise good judgment and professional decision-making as he or she chooses workplace attire. The dress code policy establishes a set of further guidelines to be used in making those decisions.

- All clothing must be in good condition without holes, excessive wear or staining from use or design
- Employees shall be clean, well-groomed, and demonstrate acceptable personal hygiene
- No clothing with writing or language may be worn with implied or stated profanity, advertisements or logos for alcohol, tobacco products, illegal, racial, or sexual connotations, or political endorsements
- The following types of clothing are not acceptable in the workplace:
 - Tank tops, halter tops, or spaghetti strap-style tops or dresses
 - Tube tops or strapless tops or dresses
 - Excessively short skirts, skorts, and shorts (must be fingertip length or longer; shorts may not be worn in public service areas but may be worn on limited occasions for outdoor programs or in non-public program/work situations)
 - Sweat suits, sweat pants, wind suits or track suits
 - Headgear worn indoors (hats, caps, headphones, bandanas, etc.)
 - Flip flops or bedroom slippers
 - Leggings (except under skirts, shorts, or pants)
- Employees shall not wear jewelry in facial and/or tongue piercings
- Excessive or offensive (profanity, nudity, illegal acts, racial/ethnic slurs) tattoos must not be visible
- No bare midriffs

The library director may relax this policy on specific days for a specified reason—for example, for a training day, or a “dress down” event.

Supervisors will discuss inappropriate dress with individual staff members. If, in the judgment of his immediate supervisor, an employee is inappropriately attired, he or she may be asked to leave the workplace and not to return until properly attired. An employee will not be paid for the time off the job for this purpose. Any employee who violates the policy will be subject to appropriate disciplinary action.

Approved by Board of Trustees April, 2012; re-approved with no changes, April, 2015; approved with amendments, June 2017.