



DRESS CODE

Policy

The Novi Public Library is a public service institution and each employee and volunteer represents the Library and the City of Novi. Personal appearance and dress convey a message to the public we service. As a member of the Library staff, you are expected to dress and conduct yourself in a business-like manner suitable to your position and work to be performed. All employees are required to wear NPL identification in plain sight during working hours. Exceptions to the policy can be made at the discretion of the Director, Assistant Directors and/or Department Heads when required by the nature of the work.

Hygiene:

Employees and volunteers are expected to practice good personal hygiene and maintain a clean, well-groomed appearance. Good grooming should reflect appropriate business standards including discretion in use of perfume/cologne, makeup, nail polish, and moderation in hairstyle.

Acceptable:

1. Business dress or business casual dress.
2. Skirts and dresses no shorter than 2 inches above knee when standing (no shorter than mid-thigh when seated).
3. Any type of business dress or business casual shoe (heels, flats, sandals, slides etc.).
4. Tennis shoes or appropriate athletic shoes, free of holes and dirt, may be worn by any staff member whose job requires her/him to stand or walk for extended period of time.
5. Denim clothing such as shirts, skirts, dresses or jackets in any color. Any clothing bearing the NPL logo, City of Novi logo, school logo (Library Assistants), or summer reading apparel can be worn with proper business dress or business casual attire.
6. During the summer months (May through September) hosiery is optional.

Unacceptable:

1. Shorts, cut – offs or athletic shorts.
2. Athletic apparel; workout attire.
3. Strapless or spaghetti-strings unless worn with business attire.
4. Any clothing that is revealing.
5. Torn, worn or frayed clothing.
6. Soiled, stained, odorous and excessively wrinkled clothing.

7. Baseball caps, visors, hats, and headscarves, unless they are being worn for Library programs, medical or religious reasons.
8. Blue denim jeans. (Dependent upon departmental need)
9. Flip flops or casual beach shoes of any kind.

If clothing fails to meet these standards, as determined by the Director or Department Head, the employee will be asked to go home to change and return. If employee chooses not to return to work, the employee must use benefit time or go unpaid. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

NPL Employee Handbook: Approved February 18, 2009; Amended October 21, 2009; Amended March 16, 2016

Signed:

A handwritten signature in black ink that reads "Craig Messerknecht". The signature is written in a cursive style with a large, sweeping initial "C".

Craig Messerknecht
President
Novi Public Library Board of Trustees