

Personal Appearance Policy

Each employee of the Library District is expected to dress and groom appropriately for the job, presenting a clean, safe, and neat appearance. An employee unsure about whether attire or grooming is appropriate should consult with his/her supervisor or the Library Director.

The following is a guideline in establishing appropriate dress:

Employees should dress professionally. Appropriate attire includes, but is not limited to:

Slacks, khakis, trousers, or denim (jeans that are not torn, frayed, or stained). Leggings are permissible if paired with a long top, tunic, skirt, shorts, or dress of appropriate length.

Skirts, shorts or dresses of appropriate length (no higher than mid-thigh or approximately 3 inches above the knee when standing).

Knit blouses or tops, dress shirts, polo shirts, sweaters, cardigans, and professional-looking t-shirts. Literary, library-themed, and Library or Library program promotional t-shirts (i.e. Summer Reading Program) are permitted.

Under no circumstances may employees wear halter tops, strapless tops, spaghetti straps, tank tops, cropped tops, clothing with offensive wording (sexually related references or foul language) or promoting the use of illegal drugs, sheer clothing revealing undergarments or skin that would not otherwise be permitted, clothing with holes or tears in it, gym clothes, or tight-fitting, revealing, or oversized clothing.

Safe, clean shoes should be worn at all times.

For all employees, professional appearance means that the Pahrump Library District expects employees to maintain good hygiene and grooming while working. Facial hair is permitted as long as it is neat and well-trimmed. Ear piercings are acceptable; however, jewelry through the eyebrow, tongue, or other body parts that are visible to the public may not be worn while working.

Tattoos are permitted but must be suitable for all audiences (sexually related references, foul language, and the promotion of illegal drugs are prohibited and must be covered while working).

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

If an employee requires a reasonable accommodation regarding his/her dress for health and/or religious reasons, s/he should contact his/her supervisor or the Library Director to discuss an exception to the personal appearance guidelines.

Enforcement

All employees should practice common sense rules of neatness, good taste, and comfort. Provocative clothing is prohibited. The Library reserves the right to determine appropriate dress at all times and in all circumstances.

When the Library believes an employee's dress or grooming does not comply with the personal appearance guidelines, the employee's supervisor, Director, or Director's designee will discuss the issue with the employee. The Library may send employees home to change clothes should it be determined that dress is not appropriate. An employee will not be paid for the time off the job for this purpose. If continued counseling fails to result in the desired response, disciplinary action may be taken.