

La Vista Public Library
Policy
Employee Dress and Appearance

Purpose:

An employee dress and appearance policy establishes staff's ability to perform their essential job responsibilities while wearing appropriate attire and maintain adequate personal hygiene. The La Vista Public Library is a public service agency with a friendly, yet professional environment with every employee representing the library and the city and should dress in casual business attire unless it hinders the nature of the employee's daily work. In this event, the library employee should adhere to the casual attire standards.

An employee who fails to meet the prescribed standards may be asked to leave the workplace and return when the standards are met. The time required for the employee to meet the standards may be charged as vacation, or if necessary, leave without pay.

Per the City's Employee Dress and Appearance Policy: It is recognized that City Departments, i.e. the library, could have unique needs or circumstances that might require additional guidelines other than those established herein. Department Heads have the discretion to establish additional dress and appearance guidelines specific to their department.

Volunteers are to adhere to the same dress and appearance policy.

Professional Business Attire

- A. For men, professional business attire consists of a suit with tie or a sport coat, slacks, and a tie. Professional Business attire for women is considered a dress or skirt or slacks with a blouse and a sweater or jacket.
- B. Professional Business attire is the appropriate dress when representing the City at a public forum either inside or outside the City. This includes court appearances, meeting with other government officials and meetings with business and community leaders.
- C. The Mayor, City Council and Department Heads are encouraged to wear professional business attire when attending City Council meetings. Other employees who, in their capacity as a City employee, make presentations at Council meetings are to follow the same guidelines.

Casual business attire is acceptable as an alternative; however, ties are encouraged for men. City logo windbreakers and fleece are not considered appropriate attire for Council meetings.

Casual Business Attire

- A. Casual business attire is defined as slacks and a shirt or sweater, with or without a tie, for men. For women, casual business attire includes skirts (excluding mini-skirts), dresses, slacks, below knee capri pants/gauchos (no denim), and a sweater, shirt, or

blouse. Included in this category of apparel are collared City logo shirts and library logo and summer or reading theme shirts.

B. Casual business attire is appropriate for most work days, training sessions, and workshops unless otherwise noted by the City Administrator.

C. Clothing items considered inappropriate for wear include beachwear, tank tops, mini-skirts, midriff tops, denim pants, sweatshirts, t-shirts (non-library), sweat suits (warm-up suits), leggings, shorts, swimming pool shoes. Additionally, any item of clothing with offensive or inappropriate slogans or messages is not authorized for wear.

Casual (Friday, Saturday, and Sunday) Attire

A. Casual Friday attire is defined as slacks (including denim) and a shirt/sweater for men. For women, casual Friday attire includes slacks (including denim) "below knee length" capri pants/gauchos, and a sweater, shirt, or blouse. Sweatshirts with City or collegiate/professional sports associated logos are permitted, including collared City logo shirts, long or short sleeved, and City windbreakers and fleece.

B. Clothing items considered inappropriate for wear include worn or frayed denim attire, leggings, sweat suits (warm up suits), beachwear, tank tops, shorts, mini-skirts, midriff tops, t-shirts, tops with inappropriate advertising (alcohol, tobacco, etc.) and swimming pool shoes (flip-flops).

C. Casual Friday attire may be worn to attend informal workshops and City Council workshops as noted by the City Administrator.

Special Events

A. From time to time during the year, City Administration may designate a day (or other time period) to recognize special events that occur in the community, county, or region. On such designated days, employees will be informed of appropriate attire.

B. In the event of snow and closing of the Papillion/La Vista Public Schools or a later opening time for the city offices employees will be allowed to wear Casual Friday attire for that day.

Issued May 9, 2024