	HEALTH SCIENCE LIBRARIES AND TECHNOLOGIES POLICY	APPROVED BY: SR. LEADERSHIP TEAM
	SECTION: STAFF	DATE: FEBRUARY 17, 2000
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University Policy 157 states:

The University expects that employees' appearance, personal hygiene, and dress will be neat, clean, and appropriate to the function they perform at the University. More specific guidelines or rules may be established by department heads when they are necessary based on the nature of the work.

To establish a unified approach to what constitutes professional dress in the Edward G. Miner Library, the following standards will apply:

1. Clothing will be clean, neat, and not tattered. No cut-offs or jeans with manufactured holes. Clothing should cover the midriff and undergarments at all times. Good personal grooming should be observed.


Examples of appropriate attire:	Slacks Jeans (not excessively worn) Skirts "Skorts" Dresses	Blouses Sport Shirts T-shirts Sneakers in neat condition
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Examples of inappropriate attire:	Cut-off jeans Backless dresses Crop tops Clothing with potentially offensive language or graphics	Undershirts worn as sole shirt Haltertops
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2. Staff members have the primary responsibility for exercising good judgment in their dress and grooming so that they project a professional impression of themselves and their work to library patrons and co-workers.

Supervisors have the responsibility to counsel staff members who are not in compliance with these standards. Continued compliance problems will be addressed in accordance with University misconduct policies.

3. All staff members are required to wear their University photo identification cards at all times so that patrons and other staff can easily read staff members' names. This requirement is in keeping with policies of the hospital and of institutional regulatory bodies (NYSDOH, JCAHO).
4. Given that chemically sensitive individuals may react to different products with widely varying degrees of severity, staff are asked not to wear cologne or perfume in the workplace. To minimize to the extent possible the difficulties experienced in the workplace by both patrons and employees subject to chemical/fragrance sensitivities, staff are further requested to consider using fragrance-free detergents, body washes, lotions, and other personal products whenever possible.

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5. In addition, the following standards apply to staff in the Information Systems Department:

- Standards are business casual: relaxed clothing that is appropriate to conduct business in a professional manner.
- Business casual attire should be clean, in good condition, unwrinkled, and coordinated to give a professional appearance. Clothing worn to work one day and not cleaned, is probably not suitable for wearing to work the next day.
- Business casual may not be appropriate for client meetings. Consult the IS department head in advance.
- Clothing should fit properly without being overly big or tight in the pants or top.
- Khaki pants, neatly pressed, and a pressed, long-sleeved, buttoned solid color shirt are good choices for both men and women.
- Come to work neat and clean. Bathe and groom before coming to work.
- No sweatpants, cargo-pants, parachute pants, or gym clothes.
- No sandals, athletic shoes, or sneakers. Shoes should be clean and generally scuff-free.

a. Guidelines for men

1. Shave before coming to work. Discuss your intention to grow a beard with the IS department head in advance.
2. Pants: wear slacks, trousers, khakis, or dress-jeans. Blue jeans or shorts are allowed only as an exception and should be discussed with the IS department head in advance.
3. Shirts: wear a shirt with a collar, or a sweater. Collars are not necessary if you are wearing a sweater. Shirts should be tucked-in. A collar does not refer to the band around a t-shirt. Acceptable examples are golf shirts, "polo shirts," dress shirts, and casual shirts with collars. A button-down dress shirt that has a band instead of a collar is also acceptable. Uncertainties should be addressed with the IS department head in advance.
4. Shoes and Socks: Casual socks or dress socks are acceptable. White athletic socks are not acceptable. Wear casual shoes or dress shoes but not sandals, athletic shoes, or sneakers. Some hiking shoes or boots may be acceptable, but this should be clarified with the IS department head in advance.
5. No hats, except as required for religious observation.
6. Ties, suits, and dress-coats are optional

b. Guidelines for women

1. Women can wear casual pants (not blue jeans) or skirts. Neither should be tight.
2. Blouses/tops: Tailored knit sweaters and sweater sets are appropriate business casual choices for women. Tops should not be revealing; they should be conservative enough to ensure sufficient coverage while performing the full range of functional duties.
3. Skirts: Avoid short lengths and or high slits.

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4. Nails: Avoid extremes of nail length and polish color. Nail polish should not be applied in the office.
5. Shoes: Avoid open-toed shoes; spiky, strappy, sandals or boots; spike heels; metallic colors. Shoes should be comfortable for walking.
6. No hats, except as required for religious observation.
7. Suits and dress-coats are optional

References

University of Rochester Policy #157

History

- 2/00 Developed by Miner Library Sr. Leadership Team
5/02 Revised to include additional standards for Information Systems Department