	MEDICAL CENTER LIBRARIES AND TECHNOLOGIES POLICY	APPROVED BY: SR. LEADERSHIP TEAM
	SECTION: STAFF	DATE: JUNE 10, 2010
	Personal Attire (incl. use of fragrances)	PAGE: 1 of 2

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 Medical Center Libraries and Technologies, the following standards will apply:

1. Clothing shall be clean, neat, not tattered, and not excessively tight. No cut-offs or jeans with manufactured holes. Clothing should cover the midriff and undergarments at all times. Tops should not be revealing; they should be conservative enough to ensure sufficient coverage while performing the full range of functional duties. Good personal grooming should be observed.

Examples of appropriate attire:

Slacks	Blouses
Jeans (not excessively worn)	Sport Shirts ¹
Skirts	T-shirts
“Skorts”	Sneakers in neat condition
Dresses	

Examples of inappropriate attire:


Cut-off jeans	Undershirts worn as sole shirt
Backless dresses	Haltertops
Crop tops	Slippers
Flip flops	
Clothing with potentially offensive language or graphics	

No hats, except as required for religious observation.

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.

¹ A long- or short-sleeved soft shirt for informal wear by men, having a squared-off shirttail that may be left outside the trousers, usually worn without a tie.

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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.

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
- 6/10 Revised by Administrator, with input from Circulation Services Manager; additional standards for Information Systems Department removed; definition of "sport shirt" added.