

## EMPLOYEE UNIFORMS

Expires:

1. PURPOSE: To provide procedures for furnishing and servicing employee uniforms. The policy designates employees who are required to wear a uniform, describes the major articles that make up the uniform; and denotes whether uniforms are to be provided by issue or by an allowance paid to the employee.
2. POLICY: Employee Uniforms will be managed under the guidelines found in VHA Handbook 1850.04 and VA Pamphlet 05-68 Master Agreement.
3. DEFINITION:
  - a. Employee: A full-time employee or part-time employee of the Orlando VA Medical Center, excluding volunteers, trainees, and workers who receive a stipend or salary from a source other than VA-appropriated funds, and other workers in similar categories.
  - b. Uniform: Uniform refers to distinct articles of clothing described in Appendix A.
  - c. Special Purpose (protective) Clothing: Special Purpose (protective) Clothing consists of items furnished as a safeguard against exposure to inclement weather, possible injury, or cross infection. Protective items include all items purchased for use as protection against infection, contamination, or injury to a person or damage to the normal apparel worn by the person. This includes coveralls, shoes, gloves, goggles, rubber aprons, isolation gowns, masks, parkas, etc. This clothing is purchased from operating funds and processed through the textile care processing facility in lots, as is hospital linen. *NOTE: Items of protective clothing are not considered issue or allowance uniforms.*
4. RESPONSIBILITIES:
  - a. Facility Director, or designee, is responsible for:
    - (1) Establishing local uniform procedures regarding the style and color of uniforms to be issued.
    - (2) Establishing procedures for documenting proof-of –purchase for first year (initial) payments to employees.
    - (3) Meeting its labor relations responsibilities when implementing the VHA HANDBOOK 1850.04
5. PROCEDURE:

- a. All employees assigned to Corporate Orlando VAMC that are prescribed by VHA HANDBOOK 1850.04 to be issued or paid allowance for uniforms will be issued uniforms assigned to their specific discipline (see appendix A), except for the VA Police.
- b. Issued uniforms remain the property of VA after they have been issued and must be turned in by employees who no longer require them for official duty.
- c. Employees will be required to reimburse the VA for loss or damage to uniforms when loss or damage is due to employee negligence.
- d. VA form 10-1148, Employees Uniform and Property Issue documentation, will be used to account for issuance of uniforms.
- e. Uniforms will be replaced when rendered unserviceable, on an item-for-item basis.
- f. Employees are required to wear the standard uniform described in Appendix A while on duty, except for deviations and exceptions designated by the facility Director.
- g. Employees are authorized to wear uniforms to and from work.
- h. The Medical Center Director may approve or disapprove deviation request, due to religious belief, concerning the style of uniforms for employees who receive issued uniforms. Upon approval of the Director or his Designee, the Linen department will accommodate the employee with a suitable alternative style uniform.
- i. Individuals serving the VA in a “without compensation” status or under one of the Federally sponsored programs, and patients and members assigned duties in a therapeutic program must be issued the same type uniforms as that worn by VA employees who perform similar duties.
- j. Uniforms for rotating residents will be issued by the medical facility.
- k. The medical facility Director may authorize employees to wear personal clothing while on duty when, in the opinion of the professional staff, a benefit to patients may result. Affected employees are not entitled to be issued uniforms, a uniform allowance, or laundry service at VA’s expense during the period when personal clothing is worn.
- l. All issued uniforms will be altered or and repaired at the VA expense, unless its determined damages are due to employee negligence.

m. A shoulder patch, button or other insignia to indicate membership in or certification by, and approved professional or occupational organization may be worn. The cost of such insignia is the employee's responsibility.

6. REFERENCES: HANDBOOK 1850.2. VHA 40 CFR 171.3, 262.20.
7. UPDATE TO: NONE

Timothy W. Liezert  
Medical Center Director

Attachments (1)

Attachment #1

Uniform Color Chart

Discipline	Color	Remarks
Dental	Black	
C.N.A	Khaki	
Eye and Audio	Misty	
Radiology	Green	
Housekeeping	Brown	
Pharmacy	Ceil	
Facility (OR/SPS)	Jade	
Facility (other)	Burgundy	
RN/LPN	TOP BOTTOM	
Lab	Caribbean	
Phyiscal Therapy	Royal	