

Standardized Scrub/Uniform Program Process

University of Colorado Health

This process applies to employees who will be required to wear scrubs/uniforms for their individual job roles. See policy titled "Dress Code and Professional Appearance" for further information.

- 1- Employees required to wear scrubs/uniforms will be issued a credit to their scrub account with Medline Industries.
- 2- All employees required to wear scrubs/uniforms must order and wear the approved/appropriate color for their designated role(s).
 - a. Mixing/coordinating of scrub colors is not permitted (exception for University of Colorado Hospital (UCH) employees: Black scrub pants are permitted.) Scrubs must be solid, matching color for tops and bottoms.
 - b. Once the program has begun across University of Colorado Health, all scrubs/uniforms must be ordered new from Medline.

3- Employees will receive a stipend from University of Colorado Health to offset some of the cost of purchasing new scrubs/uniforms.

The stipend amounts were calculated based on whether employees are full time, part time or flex time.

The stipends are as follows. Please note that prices will vary based on sizes, styles and brands. Stipends may be applied to the employee's entire order, including shipping costs as well as scrubs.

- Full-time employees: \$71.46
- Part-time employees: \$50.29
- Flex-time employees: \$29.12

Formulas for FTEs are as follows:

- Flex, Per Diem = 0.0 FTE
- Part Time = .1-.79 FTE
- Full Time = >.8 FTE

For ordering convenience, the vendor's website will include the stipend amount for each employee.

The stipend allocated for scrubs/uniforms must be used with our new vendor, Medline Industries, and all uniforms purchased outside of the stipend must come from Medline Industries as well. As our exclusive contracted vendor, Medline is the only company authorized to use our University of Colorado Health logo and embroidered job titles/departments required on the scrub tops. This protects the integrity of the program for our patients and ensures consistency of color, quality and style of our new scrubs/uniforms.

- 4- All currently employed staff required to wear scrubs/uniforms must be wearing the new scrubs/uniforms by June 1, 2014. Employees may begin wearing their new scrubs/uniforms as soon as they receive them, however.

The following website should be used to order new University of Colorado Health-required scrubs:

- a. www.suitestyles.com
- 5- Upon hire to any University of Colorado Health hospital, new employees will have two weeks to order the appropriate scrubs/uniforms for their role. If the order is not placed in Medline within two weeks, the employee credit will be withdrawn. Employees will then have to pay for their scrubs with a personal credit card.
 - a. While waiting for their scrubs to arrive, new employees are required to wear the appropriate color scrubs designated for their role(s), without logo or embroidery. These interim scrubs may be purchased from any vendor as long as they are the correct color.
- 6- Employees are encouraged to assess appropriate fit for scrubs/uniforms before ordering at the following locations:
 - a. UCHHealth PVH —Administration
 - b. UCHHealth MCR—MCR Basement Fit Room
 - c. UCHHealth UCH—Volunteer Office, 1st floor AIP
 - d. UCHHealth MHS—See Manager
 - e. CHMG—See Manager
- 7- When ordering scrubs/uniforms, employees will be credited a certain dollar amount according to their FTE. Employees are permitted to order any number of scrubs they want. However, if the total amount exceeds the amount of their credit, they will be required to pay the difference with a credit card.
- 8- If the employee does not use the entire credited amount, the unused portion will be forfeited in 60 days. Exceptions may be made if an employee is on FMLA.
 - a. Employees will be permitted to order additional scrub/uniform pieces (such as scrub jackets, etc.), but these pieces must conform to the approved/assigned colors. In addition, these extra pieces must have the approved embroidery and title, and may only be purchased via www.suitestyles.com (per contractual agreement).
 - b. Fleece and other non-scrub jackets/vests are not permitted at any time. Employees should refer to their respective hospital dress code (attire) policies.
 - c. Jeans/denim of any kind is not permitted.
- 9- Annually, employees will receive a new stipend (less than original stipend) in order to refresh and order new scrubs/uniforms. If the employee does not use this credit within 60 days, the credit is forfeited.
 - a. Employee credit for scrubs cannot be transferred to another employee.
- 10- Upon termination from University of Colorado Health, employees have the option of giving their scrubs to other staff members who might be interested in using them or by donating scrubs to the various scrub donation locations.
 - a. Wearing University of Colorado Health scrubs/uniforms in other organizations is not permitted.
- 11- Please see FAQs on your hospital's Intranet for further information.