

## UNIFORMS

### PURPOSE

To specify the conditions for the purchase and provision of uniforms to the Faculty Practice Group Physicians Support Services (PSS) staff in compliance with the University of California Personnel Policy, and to best meet the needs of UCLA Health System Faculty Practice Group business office group personnel and to promote a positive and professional atmosphere in the workplace.

### DEFINITIONS

As defined in the University of California Business and Finance Bulletin, Number BUS-60, dated August 15, 1973, uniforms are outer garments, excluding shoes, which are required to be worn exclusively while carrying out duties and responsibilities of the position and which are different in design or fashion of the general population. This definition includes items that serve to identify the person, agency, functions performed, rank, or time in service.

### POLICY

#### I. Purchase Replacement and Return of Uniforms

Faculty Practice Group may purchase uniforms for departmental employees in the following circumstances:

- A. The uniform is clearly necessary for ready visual identification by the public and Faculty Practice Group PSS personnel for security, public safety or other related purposes.
- B. The employee is required by the department head to wear the uniform for the regular full-time performance of work duties.
- C. The uniform is authorized for wear only in official capacity.
- D. The University or the Faculty Practice Group PSS shall have the sole discretion to determine who shall wear a uniform and the conditions under which it must be worn.
- E. Uniforms will be issued based on employee appointment; one shirt for each day of the week; maximum 5 shirts. One sweater per employee.
- F. Employees will have the option, through personal direct vendor purchase, to order additional UCLA Health System FPG PSS approved shirts or sweaters.
- G. Employees will wear the designated uniform top with their own choice of black slacks for men and black slacks or skirts for women.
- H. UCLA Health System FPG PSS management will have final approval on all orders for appropriate fit.

Garments provided by the University are to be returned to issuing department, upon employee's termination.

## PROCEDURES

### Initial Issuing of Uniform Garments

Upon hire into the UCLA Health System FPG PSS, as required by title, each employee will be "fitted" by FPG PSS Human Resources representative or management designee and issued uniform garments as appropriate; one shirt for each day (maximum 5 shirts) and one sweater.

### Exchange and or Replacement of Issued Uniform Garments

It is the employee's responsibility to maintain and care for uniforms according to the manufacturers recommendations. Failure to care for garments properly may result in decreased life of the uniform(s).

Uniforms may be exchanged:

- If there is a defect in the product
- In case of significant size change

Uniforms may be replaced:

- When they become worn out or faded
- When maternity sizes are needed

### Uniform Return

All issued uniforms must be returned to the manager on the last day of employment or the last day in the UCLA Health System FPG PSS. Employees should bring clothes to change into at end of their final shift.

## II. Lab Coats

Employees are responsible for laundering personally-owned lab coats. In departments where lab coats are required, the following laundering options are available:

- A. Physicians' lab coats with personalized monograms may be laundered through the Laundry and Linen Services Department at the expense of the requesting department, on a recharge basis.

- B. Physicians' lab coats with generic "UCLA Health System" logo may be exchanged through the Laundry and Linen Service Department at the expense of the requesting department, on a recharge basis.

#### REFERENCES

University of California Business and Finance Bulletin, Number BUS-60  
UCLA Health System Policies and Procedures Uniforms HS7306

#### POLICY OWNER

Human Resources, UCLA Faculty Practice Group Physician Support Services

#### APPROVAL

Patricia Kapur, MD, CEO, UCLA Faculty Practice Group  
Jody Gaspar, COO, UCLA Faculty Practice Group

#### REVISION HISTORY

Effective Date: 9/1/12  
Review Date:  
Revise Date: