

## **UNIFORMS**

Some UAB departments require specified classes of its employees to wear official uniforms in connection with their UAB job duties. In such cases, UAB may purchase or rent the uniforms for their employees to wear (rather than requiring the employee to fund the cost of their own uniform). Where a UAB department provides official uniforms and requires the employee's name be monogrammed onto those uniforms, UAB may also pay for the monogramming. Where uniforms are required, the UAB department may also pay for laundering those uniforms, if that is the department's consistent practice. Some examples of uniforms include maintenance uniforms, nurse uniforms, lab technician jackets, faculty lab coats, police uniforms, patient 'valet' parking shirts, parking deck attendant jackets, information desk staff shirts or jackets, etc.

A departmental uniform policy must be established that specifies relevant information such as the classification of employees that will be wearing the uniform as well as the applicable UAB events/activities during which the uniform will be required to be worn. For an item to be considered a uniform, it must have a UAB logo and/or departmental reference or a sponsored project study title monogrammed or imprinted on it. The monogram must adhere to official UAB branding policies (<http://www.uab.edu/brand/home/standards>). A copy of the departmental uniform policy and logo must be provided in the backup documentation for any request or requisition that is processed for payment of the item(s).