

Policy Title: ECS Clinical Uniform Reimbursement Policy	
Policy Number:	Effective Date: 1.27.25
This policy is applicable to: ECS, VMS, PTS	Policy Category: Corporate

1. Purpose

To outline the process for ordering and reimbursement of uniforms required for clinical duties, ensuring consistent appearance across ECS sites and service lines.

2. Definitions

- **Uniform** – uniforms are classified as articles of clothing that are worn to work clinical shifts. Scrubs and scrub jackets **must be black**, in accordance with the designated color. If a lab coat is worn, it must be white. *All uniforms must be embroidered.*
- **Scrub Jacket** – scrub jackets must be black and suitable for wearing over scrubs. This can be a jacket with a zipper, vest, etc.
- **Embroidered** – must have *service line logo* embroidered. Staff member's name and role if desired.

3. Policy

ECS will cover the cost up to \$230 per year, per service line for approved uniform articles. Any article of clothing purchased or reimbursed by ECS must comply with the designated color requirements and include the appropriate embroidered logo, excluding scrub pants. Athleisure, including scrub leggings, is not considered approved attire under this policy. All clothing worn in clinical settings must be professional and adhere to workplace dress code standards.

Embroidery expenses are fully covered and are not included in the \$230 total allowance. Providers may use their CME/PEA/BERP funds to purchase additional scrubs or scrub jackets, up to a maximum of \$230 per year, provided they adhere to the scrub policy and standards.

Items not explicitly outlined in the clinical uniform policy will be subject to approval at the discretion of ECS admin.

4. Vendor Options: Employees may purchase uniforms from a vendor of their choice, or through ECS-preferred partners:

- FIGS:** Orders can be placed via [SharePoint link](#) or by contacting ECSAdminSupport@ecs-wmi.com. Purchases made through FIGS are paid directly by ECS, using scrub allowance.
- The Uniform Shop:** Orders can be placed in-person or by phone. ECS will be billed directly.

Outside Vendor Reimbursement: Uniform items purchased from non-preferred vendors require submission of receipts and proof of payment for reimbursement. Items must be dropped off at the ECS corporate office for embroidery, reimbursement will be processed at this time.

Uniforms can be picked up from the ECS office or mailed directly to a staff member's home, only if the staff member lives 25+ miles from the ECS main office.

5. Revisions

ECS and any of its affiliated entities reserves the right to alter, amend, modify, or eliminate this policy at any time.

Author: Becca Thompson

Document Owner: Becca Thompson

Reviewers:

Approver:

Revision Date: