

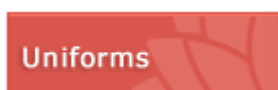
Western NSW Local Health District Uniforms

In the past, uniform allowances were paid by the District in lieu of supply of uniforms. In 2013 new State-Wide uniforms were implemented and as a result some changes have occurred regarding the ordering of new and replacement uniforms.

Click here to view the [Interim Uniform Policy](#) and view the FAQs below to assist employees and their managers to ensure the correct uniform allowances are being paid.

NSW Health Total Apparel Management System (TAMS)

All uniforms can now be ordered and tracked through the NSW Health Total Apparel Management System (TAMS). Click on the button below to access TAMS.



Renewal Garments

Now that implementation of the new State-wide uniforms is complete and all Local Health Districts are ordering their uniforms using the online Total Apparel Management System (TAMS) we start phasing into the renewal process.

Renewal garments will all require online Manager approval and these can be ordered via the renewal allocation module. It offers a simple method for both staff ordering within their allocation and the manager's ability to approve orders.

Click here to download [Uniform update No. 15](#) which relates to ordering uniforms during the renewal period and an [updated Manager Fact Sheet](#).

Frequently Asked Questions (FAQs)

WNSW LHD Uniform and Related Allowances

1. Under what conditions can an employee receive a uniform allowance?

(NB: Uniform allowances, in relation to shoes, cardigan and uniform itself vary across awards)

- Their industrial Award covers the uniform/ related allowance, and
- They are **required** to wear uniform for their role, and
- They are **not** supplied the item of uniform by their employer (free of charge)

2. Under what conditions can an employee receive a laundry/ laundering allowance?

- They must meet the Award requirements for uniform allowances as above, or
- Be a nurse/ midwife with a clinical role who is not **required** to wear uniform for their role, and
- They are required to launder their own uniform (or clothes in the case of a nurse/ midwife with a clinical role not required to wear uniform)

3. Is an employee entitled to a uniform or laundry/ laundering allowance if they are not required to wear uniform, but make the choice to do so themselves ?



- No, with the exception of nurses/ midwives with a clinical role, as above, who would be entitled to the laundry allowance alone

NB: The WNSW LHD Uniform Policy states that

uniforms will not be supplied (free of charge) to any employees not required to wear uniform as part of their role: they must purchase the state-wide uniform themselves if they choose to wear it.

4. How can a manager review what allowances are being paid to their employees?

- In StaffLink Manager Self Service, the Earnings and Allowances Table can be viewed for each employee within Online Pay Transactions

5. How can an employee review what allowances they are being paid?

- Any allowances paid are detailed on each payslip

6. How can allowance errors (an allowance being received when the employee is not entitled to it, or an allowance not being received when the employee is entitled to it) be fixed?

- Allowances can be added/ amended or ceased to ensure compliance with the Award using the **StaffLink Recurring Allowance Form** FM110001 (found within the Business Processes and Forms/ Forms Index on the StaffLink log- on page, ie before logging on to StaffLink)
- This must be completed by the manager once the error is raised/ confirmed by the manager and employee
- This form is currently paper based, but may become an electronic form in the near future.

7. Where are the uniform (including laundry/ laundering) allowance entitlements described for each type of employee?

- Uniform allowances are covered within the Nursing and Midwifery Award (Public Health System Nurses' and Midwives' State Award) itself, while for most other employee awards, uniform allowance entitlements can be found in the relevant conditions of employment award. These can be found by searching under the employees classification (Browse by A-Z Award Classification) on the NSW Health website
<http://www0.health.nsw.gov.au/jobs/conditions/awards/awards.asp>

8. What happens when an allowance entitlement is unclear or there is disagreement between an employee and their manager, after consulting the relevant Award?

- Contact a Human Resources Consultant, Workforce and Culture.