

HR/LR Policy and Procedure #1410
State Policy on Reimbursement for Safety Footwear

Issued	January 16, 2009
Revised	December 2, 2013
Authority	Labor Relations

OVERVIEW

Objective	To remind agencies of the state policy on reimbursement for safety footwear
Policy Statement	The provisions of this policy shall be applied to employees who are required to wear safety footwear as a condition of employment
Scope	Applies to employees required to wear safety footwear as a condition of employment
Definitions	N/A
Exclusions	<ol style="list-style-type: none"> 1. This policy does not address which employees are required to have safety footwear as a condition of employment. That determination rests with each Appointing Authority. 2. The policy addresses only those situations where Appointing Authorities allow affected employees to purchase safety footwear from a vendor of the employee's choice. Agencies may, at their discretion, continue to provide the safety footwear directly to the employees, rather than have such footwear purchased by the employee him/herself subject to reimbursement.
Statutory References	N/A

GENERAL STANDARDS AND EXPECTATIONS

For several years, there has been a policy on reimbursement of safety footwear. In recent months, the Employer received requests to increase the amount of reimbursement and we thought it would be helpful to reissue the policy.

The statewide policy continues to provide for reimbursement in an amount up to \$125.00 each 24 months toward the purchase of safety footwear. Two points, however, should be noted at the outset:

1. This policy does not address which employees are required to have safety footwear as a condition of employment. That determination rests with each Appointing Authority.
2. The policy addresses only those situations where Appointing Authorities allow affected employees to purchase safety footwear from a vendor of the employee's choice. Agencies may, at their discretion, continue to provide the safety footwear directly to the employees, rather than have such footwear purchased by the employee him/herself subject to reimbursement.

The policy regarding reimbursement is as follows for employees required to wear safety footwear as a condition of employment:

1. Employees required to wear safety footwear shall be reimbursed up to \$125.00 each 24 months for the safety portion of the footwear upon submitting to the Appointing Authority/Designee acceptable proof of purchase of safety footwear. Such reimbursement shall be limited to once per employee every 24 months.

(If not already in existence, agencies should develop a procedure determining to whom the proof of purchase is to be submitted, i.e., immediate supervisor, business manager, office manager, etc. and any other procedural guidelines.)

2. Since job tasks performed by certain employees can cause extraordinary wear to the safety footwear, the following exception will apply. Should such employee's safety footwear become damaged beyond repair or worn beyond repair due to performance of his/her assigned job tasks, the employee may be eligible for additional reimbursement for replacement safety footwear provided the immediate supervisor (or other appropriate individual) determines that the footwear is irreparable and was damaged or worn out due to performance of the employee's assigned job tasks.

This policy has been reviewed and endorsed by the State Advisory Safety Committee and takes precedence over existing policies/practices inconsistent with this policy.

Agencies should proceed to determine which employees are covered by this policy. Affected employees should then be informed of the reimbursement policy and of any agency procedures for obtaining safety footwear and receiving reimbursement.

Thank you for your cooperation and assistance in this matter. Any questions relating to the need for safety footwear should be directed to your agency safety professional/consultant. Purchasing questions and the use of the statewide contract on safety footwear should be referred to your agency Business Office.

RESPONSIBILITIES

Agencies are responsible for:	Agencies should proceed to determine which employees are covered by this policy. Affected employees should then be informed of the reimbursement policy and of any agency procedures for obtaining safety footwear and receiving reimbursement.
MMB is responsible for:	Setting policy on safety footwear for state employees

FORMS AND INSTRUCTIONS

Contacts	Labor Relations Representative; Agency safety professional/consultant
References	N/A