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| HR/LR Policy #1410 Reimbursement for Safety Footwear | Issued 01/16/2009 Revised 03/10/2015 Authority Labor Relations |
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OVERVIEW

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| Objective | To advise agencies of the state policy on reimbursement for safety footwear. |
| Policy Statement | This policy applies to employees who are required to wear safety footwear as a condition of employment. |
| Scope | This policy applies to employees of executive branch agencies and classified employees in the Office of Legislative Auditor, Minnesota State Retirement System, Public Employee Retirement System, and Teachers' Retirement System. |
| Definitions | N/A |
| Exclusions | <p>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.</p> <p>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, provide safety footwear directly to the employees, rather than have such footwear purchased by the employee themselves, subject to reimbursement.</p> |
| Statutory References | N/A |

GENERAL STANDARDS AND EXPECTATIONS

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| <p>The policy regarding reimbursement is as follows for employees required to wear safety footwear as a condition of employment:</p> <ol style="list-style-type: none"> 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>i.e.</i>, immediate supervisor, business manager, office manager, etc. and any other procedural guidelines. 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 the employee's assigned job tasks, the employee may be eligible for additional reimbursement for replacement safety footwear, provided the immediate supervisor |
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GENERAL STANDARDS AND EXPECTATIONS

(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.

Any questions relating to the need for safety footwear should be directed to the agency safety professional/consultant. Purchasing questions and the use of the statewide contract on safety footwear should be referred to the agency business office.

RESPONSIBILITIES

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| 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

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