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# SAFETY SHOE VOUCHER PROGRAM

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## I. POLICY

It is the policy of the Town of Davidson to provide employees with the necessary protective shoes. Occupational Safety and Health Administration (OSHA) regulations require that under various conditions protective footwear is required; to ensure the safety of employees, appropriate protective footwear must be worn by all persons when working areas where there is a danger of foot injuries from heavy fall or rolling objects, objects piercing the soles and/or against crushing or lacerations. The town offers this program as a benefit to employees.

## II. PURPOSE

The purpose of the safety shoe voucher policy is to provide an annual voucher for the purchase of safety shoes for employees in the public works department.

## III. ELIGIBILITY

Employees are eligible to participate in the voucher program when they meet one of the following categories:

- A. When the employee is hired into a position that requires protective footwear.
- B. Employees may purchase protective footwear when a department head certifies that the current pair of safety shoes is unfit for continued wear. The first pair of protective footwear purchased in the fiscal year will qualify for reimbursement as listed below. If the department head deems a second pair of protective footwear necessary, then the town will issue a voucher for half the cost or annual allotments whichever amount is less and the town employee will be responsible for the remainder.
- C. Under certain conditions where the protective footwear was damaged beyond normal wear and tear while the town employee was performing a specific task, then the Town Manager may authorize that the town to issue a voucher for a second pair of protective footwear.

Only one pair of safety footwear will be allotted per required employee each fiscal year (July 1 – June 30). Any replacement of safety footwear within the year period must be purchased at the expense of the employee unless specified above. At no time, under any circumstance, shall the employee be excused from wearing safety footwear when the position requires such.

If an employee is terminated within the probationary period, that person must reimburse the town for the full cost of his/her pair of safety footwear. The department head must notify the Human Resources Department should this action take place.

*This policy does not apply to those departments where footwear is provided to meet specific uniform guidelines.*

#### **IV. PROCEDURE**

At the beginning of each fiscal year, each public works employee will receive a voucher that will cover up to \$125.00 for one pair of safety shoes. Vouchers need to be submitted to the Human Resources Department. Employees will be issued one voucher and vouchers should not be shared with other employees. All shoes must meet the minimum requirements of the American National Standards Institute.

The town will contract with a shoe vendor that will come onsite to properly fit each public works employee. All shoe orders will be made through the contracted vendor and purchased with a town issued voucher. Employees may choose not to participate in the voucher program, but will be required to meet the protective footwear requirements.

Employees can be reimbursed one time per fiscal year (July 1 – June 30).

#### **V. DEFINITIONS**

**A. Protective Footwear:** Footwear that meets the requirements of the American National Standards Institute standards: ASTM F-2412-2005, ASTM F-2413-2005, ANSI Z41-1999 or ANSI Z41-1991, ANSI Z41-1991 as referenced by the Occupational Safety and Health Act (OSHA). The work boots may not be cowboy boots, athletic shoes, or hunting boots. In some positions such as the fire department a non-conductive tennis shoe-type is acceptable.

#### **VI. ADDITIONAL CONTACTS**

Human Resources

#### **VII. SCOPE**

As of October 23, 2017 this policy replaces and supersedes any previous policies or unwritten policies or practices covering the same subject.

#### **VIII. AUTHORIZATION**



Jamie Justice  
Town Manager