

FLEET MANAGEMENT
POLICY / PROCEDURE

SUBJECT: STEEL TOE SHOE REPLACEMENT/REPAIR

APPROVED: Marilyn L. Rawlings
MARILYN L. RAWLINGS, FLEET MANAGER

DISTRIBUTION:

Fleet Mechanics and Parts room staff.

PURPOSE:

To establish guidelines for replacing steel toe shoes.

PROCEDURE:

Employee must receive approval from their Supervisor prior to purchase. The employee may go to any vendor for replacement of shoes. All shoes must meet requirements as listed below.

The safety shoe request form must be completed by the employee and signed by the supervisor and the Fiscal Officer for reimbursement. The original receipt and A.N.S.I. Z41.1-1999 or A.S.T.M F-2412 or F-2413 "safety code" must accompany the safety shoe reimbursement form to be reimbursed. The Fiscal Officer will verify all paper work before sending to Finance for reimbursement.

Fleet will reimburse the cost of safety shoes up to \$125.00 per fiscal year for employees required to wear safety shoes. Employees can purchase additional pairs of shoes but will only be reimbursed up to \$125.00 for Fiscal year.

Repairs can be reimbursed if the shoe is a good quality and will last an additional year after the repair. Any repairs of safety shoes would be included in the yearly allowance.

Employees may purchase more expensive shoes but the reimbursement will not exceed the \$125.00 allowance. However an additional \$125.00 may be reimbursed for the same shoes the following fiscal year provided the shoes are still in good condition.

Attached is the Standard Operating Procedures provided by Risk Management along with the current Safety Shoe Reimbursement Request Form.

Direct Deposits for reimbursements, allows employees to receive automatic deposits for reimbursements such as but not limited to CDL, travel, safety shoe and tool reimbursements. All Fleet employees will complete the (attachment Direct Deposit –Reimbursement) for reimbursements.

**Attachment A
Attachment B**

**Risk Management SOP & Reimbursement Request
ACH Enrollment Form-Direct Deposit**

Revision Date: April 2014