



City of Round Rock Safety Shoe Program

Change Control

Authors		City Manager's Office	
Effective Date		August 1, 2012	
Approval	Date	July 18, 2012	
	Name	Steve Norwood	
	Title	City Manager	
	Signature		

I. Scope

Safety shoes shall be worn by any City of Round Rock employee working in areas where there is a significant risk of foot injuries due to falling or rolling objects, objects piercing the sole, and/or exposure to electrical hazards. Each department will determine which job positions are required to wear safety shoes and notify the employee that wearing safety shoes is a prerequisite to employment. The type of safety shoes will be based on the specific job requirements and as a minimum must meet or exceed ANSI Z41-1991 or ASTM-F2413-05 standards. A safety shoe that meets this requirement will have either standard clearly marked on one of the shoes. Employees are responsible to maintain their own safety shoes.

II. Eligibility

Employees who have completed their probationary period and who are required to wear safety shoes while on duty are eligible to purchase safety shoes which meet the minimum standard. Department superintendents/supervisors are responsible for identifying need, maintaining records of purchase and reimbursement.

New employees who are required to wear safety shoes while on duty will be eligible for authorization to purchase or receive reimbursement while serving in their probationary period. If the employee fails to complete the probation period, amounts paid to purchase the safety shoes will be deducted from their final paycheck.

Employees may purchase safety shoes of their choice upon receiving authorization from their supervisor. Shoes must meet applicable safety standards as noted above. The program is limited to one shoe/boot reimbursement per year.

Shoes are to be purchased on personal time only, not on City time. There will be no personal mileage reimbursement and no transportation provided by a City vehicle for purchase of safety shoes.

III. Payment

Employees have two options in which they can purchase approved safety shoes, as explained below.

- 1) Employees can go to the store of their choice to purchase safety shoes providing they meet the standards as noted above. A paid receipt specifying safety shoes is to be submitted to the superintendent/supervisor as proof of purchase. A copy of the receipt will be attached to a check request made out to the employee for reimbursement of up to \$100.00 for safety shoes or boots and up to \$150.00 for steel toe safety boots, or the actual cost of the shoe if less than \$150.00.
- 2) The City has an account set up with authorized vendors. The Safety Shoe Authorization Form is located on the City Portal, HR Home Page, under Safety and Risk Management. Employees must obtain a Supervisor signature on the form before you can make a purchase. Present the Authorization Form at the point of sale. Employees are responsible for any amount over \$100.00 for safety shoe or boot and over \$150.00 for steel toe boots.

IV. Administration

- 1) Departments will complete the Protective Footwear Assessment form and forward to Risk Management. Only one form is needed for each job title.
- 2) Risk Management will review form and determine the appropriate footwear to be worn by employees and notify the Departments.
- 3) Departments will be responsible for issuing the Authorization Form to employees once notification is received from Risk Management on the appropriate footwear.
- 4) Departments will be responsible for verifying and approving reimbursements when requested and submitting them to Finance for payment.
- 5) Departments will be responsible for monitoring the twelve (12) month period to ensure employees are in compliance.



Safety Shoe Authorization Form

Maximum Subsidy: \$150

To obtain safety footwear:

1. A City of Round Rock I.D. is required to be presented at point of sale to the authorized vendor.
Authorized vendors - Red Wing and Allen's Boots
2. The City of Round Rock will cover a cost of up to \$150.00 per year for safety footwear as identified below.
Footwear must, at a minimum meet or exceed ANSI Z41-1991 or ASTM-F241305 standards.
A safety shoe that meets this requirement will have either standard clearly marked on one of the shoes.
3. Footwear purchase totals in excess of \$100.00 for safety shoes/boots and \$150 for steel toe boots will be paid by the employee at the time of sale.
4. The original, detailed receipt must be returned to the departmental representative that provides approval below.

Section 1: Request for **Steel Toe Footwear - Up to \$150.00** (To be completed by employee.)

Employee Name-typed: _____ Department Code: select

Section 2: Request for **Safety Shoes/Boots - Up to \$100.00** (To be completed by employee.)

Employee Name-typed: _____ Department code: select

Section 3: Required signatures before purchase

I understand that should I leave employment with the City of Round Rock prior to completing the probationary period, the amount paid for my safety footwear will be deducted from my final check.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor's Name-typed: _____