DEPARTMENT OF CORRECTIONS

Safety Shoe Reimbursement through expense report process.

DOC Policy 105.113 states: Facility safety administrators must maintain a safety shoe and protective footwear program where there is potential for injuries to the feet, including crushing injuries, punctures, slips and falls, or burns from electricity. Shoes and safety footwear must be ANSI-rated. Staff assigned to an area or post, who are determined by a hazard assessment as requiring safety footwear, are provided safety footwear by their supervisors or are reimbursed up to the amount specified in the labor contract every 24 months. Safety footwear is not deducted from uniform allowances listed in Policy 103.2215, "Uniforms and Attire – Facilities."

In the course or work functions, if the safety footwear is worn out and in need of replacement inside the 24-month window, prior approval of the Supervisor OR Safety Administrator must be obtained.

As of July 27, 2021, Per State Policy on Safety Footwear Reimbursement HR/LR Policy #1410 the contract allowed amount is $175.00.

☐ I am requesting ONE new pair of safety footwear

or

☐ I am requesting ONE new pair of safety footwear inside the 24 months due to work conditions that have worn out my safety footwear.

Completion of the expense report acknowledgments.

☐ I understand that I am required to purchase ANSI rated safety footwear and will only be reimbursed up to $175.00 through the employee expense report process for ONE pair of safety footwear

☐ I understand that I MUST attach BOTH of the following to my expense report in order to be reimbursed:

1. the original receipt to the expense report and
2. this completed and signed form

Staff requesting safety footwear signature and date	Supervisor or Safety Administrator Signature and date
(print name)	*(print name)*