

SAFETY SHOES GUIDELINES AND PROCEDURES, revised January 2003

CSEA - Unit 5, 7 and SETC - Unit 6

Guidelines

Employees are given a voucher prepared by FD&O Purchasing Specialist with shoe specifications. Safety Shoes are provided at cost, up to a not-to-exceed amount established annually by the FM Director based on recommendations received by the Grounds Manager and by the SETC Safety Steward. Shoes are replaced annually in January.

New employees with appointments greater than 6 months shall be provided one pair of safety shoes at the time of their hire. A new employee shall be eligible to receive a second pair of shoes in January if ninety days have passed since his original shoes were purchased. If the original shoes were received within ninety days of the January allocation, then the employee shall wait fifteen months for his next shoes.

Individual requests for more frequent replacement of shoes due to wear and tear shall be submitted in writing, with justification, to the FM Director. Such requests shall be reviewed on a case by case basis and determination shall be made by the Director as to the validity of each request. If a shoe is found to be faulty, the supervisor of the individual affected shall contact the vendor and request replacement.

Employees who are hired for less than 6 months shall have the responsibility to provide their own safety shoes. Tennis shoes and open toed sandals are not appropriate footwear and should not be worn. Temporary employees and student Specialists may utilize the \$50.00 petty cash allowance toward the purchase of safety shoes if they are unable to provide their own.

Procedure

Annual Allocation

Annually, during January, the Purchasing Specialist will provide the Grounds Manager and SETC Safety Steward a copy of the previous years safety shoe voucher and request that they provide any recommendations to the FM Director within ten working days.

Before January 31, the Purchasing Specialist will provide each Supervisor with a copy of the attached authorization for safety shoes for each of their employees. The authorization shall contain the current year Blanket Purchase Order Number with a specific release number, i.e. BK2424 Release 1; the employee's name; and the Purchasing Specialist's signature. A copy is retained by the Purchasing Specialist for purposes of payment approval. The release numbers shall be sequential in nature and only include those persons actively employed at that time.

Upon delivery of the authorization form to the employee, the supervisor shall sign the document and request that the employee provide the Purchasing Specialist with a invoice from the vendor.

The employee shall take the authorization form to the current vendor. The employee must request an invoice from the current vendor. The receipt shall be returned to the Purchasing Specialist who will complete the process for requesting payment to the vendor.

Replacement Shoes

The Director shall submit individual purchase requisitions when requesting replacement shoes that have succumbed to normal wear and tear or faulty workmanship.

Requisitions for replacement shoes due to faulty workmanship shall be detailed, listing the credit allowed for the cost of the old shoe and the charge for the new shoe.

If the net amount of the requisition is under \$50, the petty cash account shall be used.