

Public Records Request #2888

The following materials have been gathered in response to public records request #2888. These materials include:

- MFS 29 – Safety Shoes Policy
- Departmental Allowances

This information was provided as a response to a public records request on 11/21/19 and is current to that date. There is a possibility of more current information and/or documents related to the stated subject matter.

Further Information

For further information about this request or the Citywide Records Program, please contact:

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Subject/Title
Safety Shoes

Date Effective
June 2, 1993

Revision Date Effective
June 1, 2016 (updated code only)

Code Number
MFS 29



City Manager

Management & Financial Services
Responsible Department

Objective:

To provide appropriate safety shoes to employees where the job requires such shoes.

Policy:

1. The City will provide required safety shoes to employees at no cost to the employee. Specialty safety shoes (electrician's boots, tree climbing boots, etc.) will also be provided at no cost to employees.
2. The employee will be responsible for any costs above the lowest contract price of the appropriate shoe style. The City will not process safety shoe costs through payroll deduction.
3. The City will reimburse employees for the cost of repairs to safety shoes.

Responsibilities and References:

1. Directors are responsible for determining which positions require safety shoes.
2. The Management and Financial Services Department-Procurement Division will consult all City Departments and determine safety shoe requirements for employees.
3. The Management and Financial Services-Procurement Division will contract with a safety shoe provider insuring adequate availability, variety and compliance with applicable OSHA regulations.
4. Supervisors are responsible for authorizing the replacement of worn out shoes and issuing safety shoe vouchers. After determining a pair of shoes should be replaced, the supervisor should punch a hole in the tongue of the shoe. This will indicate that the shoes have been submitted for replacement.

Definitions:

1. Contract Vendor: The vendor selected by the Management and Financial Services-Procurement Division to provide contract safety shoes.

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2. Non-Contract Vendor: Any seller of safety shoes that was not selected by the Management and Financial Services-Procurement Division as the contract vendor.
3. Safety Shoe Voucher: A four-part form used to authorize, procure, and obtain payment for safety shoes.
4. Eligible Employee: Any full-time or part-time, permanent or temporary City employee in a position requiring safety shoes.
5. Contract Price: The price established by the City bid procedure for safety and specialty shoes.
6. Eligible Shoe for Replacement: Any safety shoe the supervisor determines to be unfit for maintaining safety of employee. (Examples include but not limited to: obvious holes, lack of proper tread, worn heels, torn insides, etc.)

Procedures:

1. Employee obtains supervisor authorization for new/replacement shoes.
2. Supervisor issues safety shoe voucher. Supervisor will mark on the voucher:
 - A. Contract Vendor
 - B. Non-Contract Vendor
 - C. Repair
3. The safety shoe voucher will consist of 4 copies; two for employee to pick up shoe from vendor, one to be sent to the department authorizing payment, and the last copy to be retained for departmental processing and records.
4. Employee will give the voucher to the contract safety/specialty shoe vendor as payment for shoes.
5. Employee purchasing non-contract shoes from the contract vendor will use the following procedures:
 - A. The employee will present the Safety Shoe Voucher to the contract vendor.
 - B. Any cost above the contract price will be paid at that time by the employee.
 - C. Sales tax for the cost above the contract price will be paid by the employee.
6. Employee will be reimbursed for safety/specialty shoes purchased from a non-contract vendor under the following conditions:
 - A. Employee must first obtain permission from supervisor by obtaining a voucher marked Non-Contract Vendor.
 - B. The safety/specialty shoes must meet applicable OSHA standards. Shoes must be marked to indicate they satisfy American National Standards Institute requirements (ANSI A41-1983).
 - C. The employee is responsible for paying for the shoes initially and turning in a receipt for reimbursement.

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- D. Employee will be reimbursed up to the contract price. Cost in excess of contract price of comparable shoes will be paid by employee.
 - E. Sales tax for the cost above the contract price will be paid by the employee.
 - F. Employee who purchases from non-contract vendor must return the receipt to his/her supervisor before reimbursement can be made.
7. Employee may have shoes repaired and be reimbursed for cost of repair.

Forms and Exhibits:

Form #1 - Safety Shoe Voucher (Forms are located in the Policies and Procedures Handbook behind MFS 29)

Department	Current Allowance	Current Purchase Frequency
E&PM	\$125.00	Yearly
Water	\$125.00	Yearly
Solid Waste	\$160.00	Two pair per year (\$80/pair)
CDOT - Street Maintenance	\$160.00	Two pair per year (\$80/pair)
CDOT - Operations	\$150.00	One pair per year
CATS	\$100.00	Yearly
Aviation	\$125.00	One pair per year
Fleet	\$105.00	One pair per year