HR/LR Policy # 1410

Reimbursement for Safety Footwear

Date Issued: 01/16/2009
Date Revised: 03/10/2015, 02/02/2022
Authority: Labor Relations

OVERVIEW

Objective
To set forth the state policy on reimbursement for safety footwear.

Policy Statement
State agencies will support the health and safety of their employees by providing safety footwear or authorizing purchase for reimbursement of safety footwear, for employees who are required to wear safety footwear as a condition of employment.

Scope
This policy applies to all employees of executive branch agencies (M.S. 43A.02, subds. 2 & 22) who are required to wear safety footwear as a condition of employment.

Exclusions
This policy does not apply to employees who are not required to wear safety footwear as a condition of employment. The determination of which employees are required to wear safety footwear as a condition of employment rests with each Appointing Authority.

This policy applies only to those situations in which Appointing Authorities allow affected employees to purchase safety footwear. Agencies may, at their sole discretion, instead provide safety footwear directly to employees who are required to wear safety footwear as a condition of employment, rather than allow employees to purchase safety footwear for reimbursement.

Statutory References
M.S. 182.655, subd. 10a
The policy regarding reimbursement for safety footwear is as follows for employees who: 1) are required to wear safety footwear as a condition of employment; and 2) are authorized by their Appointing Authority to purchase safety footwear for reimbursement rather than the Appointing Authority providing the safety footwear directly to the employee:

1. The employee shall be reimbursed up to $125.00 each 24 months for safety footwear upon submitting to the Appointing Authority acceptable proof of purchase of safety footwear. The employee may be reimbursed up to $175.00 each 24 months if that amount is provided for in the applicable collective bargaining agreement or compensation plan.

2. Since job tasks performed by certain employees can cause extraordinary wear to safety footwear, should the employee’s safety footwear become damaged or worn beyond repair due to performance of the employee’s assigned job tasks, the employee may be eligible for reimbursement for replacement safety footwear more frequently than once each 24 months. Eligibility is based on the determination by the employee’s immediate supervisor (or other individual as designated by the agency) that the footwear is not repairable and was damaged or worn beyond repair despite the employee’s reasonable care and due to the employee’s performance of assigned job tasks.

3. Agencies that permit employee purchase of safety footwear for reimbursement must have a written procedure that identifies to whom the employee must submit the proof of purchase (e.g., immediate supervisor, business manager, office manager, etc.), acceptable types of proof of purchase, and any other procedural requirements.

Agencies must determine which, if any, employees are covered by this policy. Affected employees must be informed of this policy and of the agency procedures for purchasing safety footwear and receiving reimbursement.

Questions relating to the need for safety footwear should be directed to the agency safety professional/consultant. Questions regarding purchasing and the use of the statewide contract for safety footwear should be referred to the agency business office.

**RESPONSIBILITIES**

**Agencies are responsible for:**

Determining which employees, if any, are covered by this policy.

Informing affected employees of this policy and agency procedures for purchasing safety footwear and receiving reimbursement.

**MMB is responsible for:**

Setting policy on safety footwear for state agency employees.
REFERENCES

M.S. 182.655, subd. 10a
M.S. 43A.02, subds. 2 & 22

CONTACTS

Agency Labor Relations Representative
Agency safety professional/consultant