

University of Northern Iowa Physical Plant PROTECTIVE SHOE POLICY

The University of Northern Iowa Physical Plant shall require safety shoes as necessary for all full-time, part-time, temporary employees and students identified as needing foot protection. This type of protection shall be required if the work necessitates lifting or carrying dense, rigid articles or equipment; operating machinery that presents a hazard of foot injury; or constantly traversing areas where such activities take place. Safety shoes must be worn at all times by employees in those positions identified as requiring this foot protection.

The maximum safety shoe reimbursement for employee (students excluded) is \$90.00 per fiscal year or \$180.00 every two consecutive fiscal years, not to exceed the actual cost of shoe purchases. The employee may choose more expensive styles, but the employee must pay the additional cost. The University Physical Plant will pay the cost of special prescription safety shoes only when the employee presents a doctor's statement prescribing the safety shoes.

The Facilities Coordination Center will process requests for reimbursement for Physical Plant employees. The following information must be submitted in order to receive a reimbursement:

1. Name and UNI ID number of employee
2. Payment choice (check sent to work/or home address)
3. Original safety shoe purchase receipt
4. Amount of reimbursement requested (not to exceed purchase price on receipt)

Safety shoes must be replaced when worn beyond repair. Those damaged or worn due to negligence on the part of the employee will be replaced at the expense of the employee. Minor repairs, laces, etc. will also be at the expense of the employee.



Dean Shoars
Director of Physical Plant
February 1, 2012