

AS AMENDED ON SEPTEMBER 24, 2012

RESOLUTION NO. 2204

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND APPROVING A POLICY ON SAFETY SHOES.

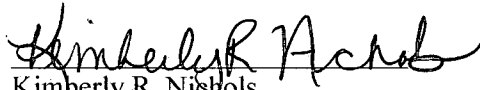
WHEREAS, the City's Policy on Safety Shoes provides guidance to City Employees regarding the purchase of ~~;~~ reimbursement for ~~;~~ and the use of ~~local~~ approved vendor billing vouchers for OSHA approved foot wear protection.

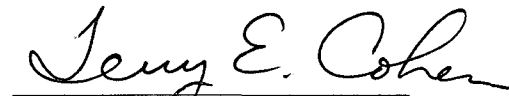
WHEREAS, it is in the best interest of the City that a clear policy regarding the purchase of safety shoes by City Employees be available for them to follow.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury hereby approves the attached Policy on Safety Shoes.


THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting of the Council of the City of Salisbury, Maryland held on this 24<sup>th</sup> day of September, 2012 and is to become effective immediately upon adoption.

ATTEST:

  
Kimberly R. Nichols  
City Clerk

  
Terry E. Cohen  
Salisbury City Council President

APPROVED by me this 26<sup>th</sup>  
day of September 2012.

  
James W. Tilton, Jr.  
MAYOR, City of Salisbury

**City of Salisbury**

**Department of Public Works**

**Safety Shoe Policy and Procedure**

**I. Policy:**

The purpose of this Policy is to support the safety of our employees by providing a reimbursement program for employees to purchase quality protective footwear, which meets or exceeds current OSHA Standards. Protective safety boots/shoes are required for a number of designated positions throughout the City.

**II. Public Works Department Designated Positions (non-clerical positions)**

- a. Utility Techs All levels, Meter Tech, Supervisors, Assistant Superintendent, and Superintendent
- b. Motor Equipment Operators All Levels, Supervisors, Assistant Superintendents, Superintendents, and Deputy Director Operations
- c. Sweeper Operators , Street Crew Leader, Street Supervisor, and Traffic Supervisor
- d. Sanitation Superintendent, Assistant Sanitation Supervisor, Sanitation Supervisor, and Recycling Supervisor
- e. Carpenter Supervisor, Traffic Systems Manager, Traffic Supervisor, Signs/Payment Marking Techs, Parks Maintenance Workers, Parks Supervisor, Painter, Carpenter, and Electrician
- f. Automotive Mechanics All levels and Garage Supervisor
- g. Waste Water Treatment Plant Operators All Levels, Maintenance Mechanics All Levels Maintenance Supervisor, Plant Mechanic, Grounds Keepers All Levels, Shift Supervisors, Assistant Superintendent, and Superintendent
- h. Pre Treatment Techs All levels, Pre-Treatment Coordinator, Laboratory Techs, and Chemist
- i. Water Treatment Plant Operators All Levels, Quality Control Sample Tech, Assistant Superintendent, and Superintendent
- j. All other areas: Horticulturist, Zoo Grounds Keeper, Surveyors, Construction Inspectors, Construction Inspector Supervisor, and any other OSHA designated position.

**III. Style of Shoe:**

Style refers to appearance, as well as, material of construction. Shoe and or boot style, provided they offer OSHA approved toe box protection and or shank protection, will be considered acceptable.

- a. Color selection will be brown, black, blue, or tan to be consistent with uniform.

- b. Maximum foot protection is the goal, if an employee's job is subject to greater day to day hazards, employees shall obtain shoes with OSHA approved shanks, as well as, OSHA approved toe box protection.
- c. Employees are encouraged to purchase shoes that will provide the maximum foot safety, as well as, protection from the elements. Employees are encouraged to alternate their safety shoes depending on the conditions in which they are working to maximize the health of their feet.

**.IV.. Employees may use one of the following two methods to obtain safety footwear.**

**a. Reimbursement:**

- 1. Employees may be reimbursed up to \$200.00 per fiscal year towards the purchase of OSHA approved styles of safety footwear for work.
- 2. Employees should complete the Safety Shoe Reimbursement Form, attach the receipt with the date of purchase and style # and description of the shoe/boot and submit it to their Supervisor/Manager/Superintendent for approval.
- 3. The approved form will be forwarded to the Resource Manager for Public Works for balance availability, application of the account and department number, and submission to accounts payable for the reimbursement.
- 4. In order to receive payment in a timely fashion, the accounts payable department will need to authorize payment by Wednesday at 12 noon of that week in order to produce a check by Friday of that week.
- 5. Accounts Payable will return checks to the Public Works Resource Manager for distribution to the appropriate employee(s).

**b. Pre-Approved Voucher:**

- 1. Employees may request a pre-approved voucher with the employee's available balance from the Resource Manager of Public Works to be used at any of the approved participating vendors.
- 2. Employees will present the pre-approved voucher to the vendor along with their City Employee Picture ID Badge.
- 3. The Vendor will submit an invoice to the Resource Manager of Public Works for payment processing.



James Ireton, Jr.

MAYOR

9/28/12

Date

Safety Shoe Reimbursement

FORM

Employee

Complete and Attach Receipt

Name of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Description of Safety Shoe Purchased:

Supervisor Approval: \_\_\_\_\_ Superintendent Approval \_\_\_\_\_ Date: \_\_\_\_\_

Resource Mgr. Approval: \_\_\_\_\_ Check # rec'vd \_\_\_\_\_

Account# \_\_\_\_\_ Dept.# \_\_\_\_\_ Balance Avail: \_\_\_\_\_

Date: \_\_\_\_\_ Receipt Attached: \_\_\_\_\_

# Memo

**To:** John Pick, City Administrator  
**From:** Jeanne Loyd, Human Resources Associate  
**CC:**  
**Date:** 9/19/2012  
**Re:** Policy on Safety Shoes

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John:

Please find attached the final City of Salisbury Department of Public Works Policy on Safety Shoes.

This policy further clarifies the procedures necessary for either a reimbursement for safety shoes or how to secure a local vendor billing voucher by our employees. This policy also establishes the new maximum reimbursement for safety shoes as \$200.00 per fiscal year, and the designated positions that are eligible for safety shoe reimbursement or voucher billing.

All recommendations from the City Council have been included in this version of the policy and are shown in bold and underlined. As requested, a review of the current budget reveals there are enough funds budgeted to provide this benefit for 113 employees.

- a. Reference to purchasing and accounts payable processes.
- b. Recommendations regarding alternating shoes due to varied conditions.
- c. A reimbursement form has been included for easy access by employees.

Also attached is a version of the policy that reflects additional changes we are recommending based on further review of this policy. These changes are highlighted. We suggest that these changes be considered by the Council as an amendment to the policy.