

	ORGANIZATIONAL POLICY		GENERAL ADMINISTRATION APPLICATION: All Employees		
			TITLE: Protective Footwear Reimbursement	RESOLUTION NUMBER RC19-016	SUPERCEDE RC16-344

INTENT

It is the intent of the Washtenaw County Board of Road Commissioners to ensure the safety of Washtenaw County Road Commission (WCRC) employees by providing a reimbursement program for protective footwear.

GENERAL PROVISIONS

The Human Resources Manager will coordinate the protective footwear reimbursement program and will evaluate and approve all requests for reimbursement.

EMPLOYEE ELIGIBILITY

- A. Regular full-time employees will be eligible for protective footwear reimbursement following successful completion of their probationary period or six (6) months of employment, whichever is later.
- B. Employee must work in an area where protective footwear is required.

REIMBURSEMENT PROVISIONS

- A. The protective footwear must have a 6-inch or higher top and bear a mark to show the manufacturers name or trademark and have the American Society of Testing Material (ASTM) standard certification, F2413-11.
- B. Employees will be reimbursed the actual purchase price up to \$150 dollars, whichever is lower, each calendar year.
- C. Any employee who receives reimbursement within ninety (90) days of retirement or resignation of employment shall return the reimbursement received on a pro rata basis. Repayment will be automatically deducted from the employee's final pay.
- D. The Department Director or his/her designee shall determine when, in his/her judgement, protective footwear requires replacement.