Student employee safety shoe Process

1. If a student is hired into a job that requires the use of foot protection than the student and supervisor MUST ensure that foot protection is being worn at ALL times when a foot hazard could be reasonably anticipated. The options for obtaining the proper foot protection are as follows:
   a. Purchase shoes through the process described below. If the student does not have funds to purchase the Student Union can provide a 30 day zero interest loan for up to $150 to assist.
   b. If the student elects to not purchase footwear toe guards will be made available at no cost and must be worn for ALL tasks that potentially involve foot cutting or crushing hazards.

2. Manager must provide signed completed “Intermittent Employee Safety Shoe Reimbursement Form”
   a. Student pays for shoes up front after receiving Manager and EH&S authorization.
   b. Maintain your shoes to get the longest life possible by using provided boot protector (located in Grounds shop) regularly, not wearing boots in extremely muddy or wet where rain boot are appropriate and will be provided by individual shops. Boots are not replaced on any regular or calendar basis, but strictly based on the life of the boot and need to replace.
   c. Boots are provided by either Santa Rosa Shoes (2255 Cleveland Ave. 546-1083) or Red Wing Shoes (2200 Cleveland Ave 526-1717). Both stores are across the street from each other and just off Steele Lane. The voucher will cover the cost of qualified boots as described on voucher. If your selection exceeds a total of $175 than employee is responsible for the balance.
   d. Only use boots at work.
   e. EH&S must receive a copy of the receipt to reimburse. If the receipt is lost student must obtain another copy.
   f. EH&S will retain receipt and form signed by manager. Student must request reimbursement at the end of each semester. EH&S will not automatically complete.

3. Once a semester of service has been completed and student requests reimbursement a completed “Employee Business Expense Reimbursement (non-travel form) is submitted to Accounts Payable. Ask student if they want check mailed or held at customer service and provide note and necessary information on form for given selection. (Note on the original form signed by manager payment amount and date in space provided and retain in safety shoe file with receipt.

4. After second semester of service (summer counts as a semester) repeat step 3.

5. Safety Shoes and related safety equipment are for use while working in the designated Facilities job they are required for ONLY. The boots will remain at the University and cannot be worn outside of this employment. If the student will not be working over the summer, but does plan to return to the job requiring foot protection than the boots will remain. If boots are used outside of work than reimbursement cannot be provided.