

## **1. Policy Statement**

Facilities Planning & Management (FP&M) is committed to ensuring a safe and healthy campus environment for our employees.

To ensure foot protection in the workplace, FP&M will provide a reimbursement of up to \$135 per pair of protective footwear that meets OSHA standards for the job being performed each fiscal year (July 1 - June 30) to each employee working in an area where their approved Personal Protective Equipment (PPE) Assessment has identified one or more of the following hazards:

- Compression by rolling or pinching
- Penetration by sharp objects
- Penetration by chemical
- Sparks or molten metal
- General electrical hazards
- Electrocution

Environmental Health and Safety staff, based on OSHA regulations, are required to replace protective footwear after each hazardous incident. This policy must be followed for the approval process to replace the footwear, but occurrence is not limited to once per fiscal year, but instead per incident.

Application and receipt of protective footwear as intended by this policy will void the individual's participation in the UW-Madison, Section 10. Compensation, 10.04 Additional Pay Components for University Staff, XIX. Safety Shoe Allowance.

## **2. Purpose**

To establish a process and criteria for determining appropriate foot protection for eligible employees that may be exposed to hazards in the workplace and to outline the reimbursement process for the purchase of said footwear.

## **3. Scope**

This policy applies to all FP&M employees who are required to wear protective footwear based on the findings of their completed and approved Personal Protective Equipment Assessment.

## **4. Procedures**

- Supervisor will notify applicant and or employee of the requirement to wear protective footwear on the job during the interview process and or during the new employee orientation/onboarding and or when a Personal Protective Equipment Assessment has been updated. Language will also be included in the applicant's appointment letter, which will include examples of appropriate footwear.



- If at any time the employee has a change in duties and PPE is now required, the employee and supervisor will follow the procedures in this policy.
- Employee and Supervisor will complete an FP&M Personal Protective Equipment (PPE) Assessment. Employee and Supervisor will both sign off on PPE Assessment.
- Employee will have 30 days from the date they sign the Personal Protective Equipment Assessment to acquire and request reimbursement for their purchased protective footwear.
- Once Employee acquires protective footwear, Employee will complete a Request for Safety Shoe Reimbursement form and submit the completed form, along with required supporting documentation, to their supervisor for approval.
- The supervisor will review the reimbursement request form along with supporting receipts and documentation for compliance with OSHA standards within 7 days from the receipt of the request from the employee.
  - If the documentation complies with policy, the supervisor will approve the request, and send the signed form and required supporting documentation to FP&M HR within 7 days of receipt of the request. This can be done via email ([fpmhr@fpm.wisc.edu](mailto:fpmhr@fpm.wisc.edu)) or interdepartmental mail. Scanned documents are acceptable.
  - If the documentation does not comply with policy, the supervisor will deny the request, and will notify the employee directly within 7 days of receipt of the request as to why the request was denied.
- Upon receipt of the supervisor's approved request form and required supporting documentation, FP&M HR will do a secondary review of the request.
  - If the documentation complies with policy, FP&M HR approves the request. FP&M HR will then contact the employee directly to schedule a time to meet one-on-one during working hours to process the e-reimbursement request if the employee needs assistance completing the e-reimbursement.
    - The request for reimbursement must be submitted with the required supporting documentation within 90 days of the date the expense was incurred.
    - The Employee is responsible for processing their own reimbursement request through the UW-Madison Division of Business Services e-Reimbursement tool, however, FP&M HR will partner with the employee to provide system training and assist the employee with processing the reimbursement request.
  - If the documentation does not comply with policy, FP&M HR will deny the request, and will notify the employee directly within 7 days of receipt of the supervisor approved request form as to why the request was denied.
- **Failure to Comply: If the receipts are not provided by the approaching reimbursement date, the protective footwear fees paid by the employee will not be reimbursed. This is a campus policy, not specifically an FPM policy.**
- Alternately, the Employee may choose to utilize an arranged shoe truck and/or campus kiosk at the next scheduled opportunity following their date of hire.
  - Use of the shoe mobile/ campus kiosk results in direct billing, up to the maximum allowed safety shoe stipend, to departments and negates employees going through the reimbursement process as listed above.
  - Employees must pay for shoe costs at a shoe truck/campus kiosk, more than the allotted stipend, through use of a personal credit card.

## 5. Definitions

**OSHA** – Occupational Safety and Health Administration which governs all workplace safety regulations.

**Composite Shoes/Boots** – Similar to steel toe boots but instead of steel, these shoes will have a type of composite material in them.

**Foot Protection** – Designed to protect the foot from physical hazards such as falling objects, stepping on sharp objects, or exposure to corrosive chemicals.

**Personal Protective Equipment (PPE) Assessment** – The PPE Assessment is used to determine the required PPE by identifying the hazards of performing the task and selecting appropriate PPE. The form is grouped according to the body part protected by specific types of PPE.

**Puncture Resistant Shoes/boots** – The midsole is a Steel or woven fabric that runs the full length of the shoe. It is designed to protect from sharp objects penetrating the foot if stepped on.

**Required Supporting Documentation** - Includes:

- approved Request for Safety Shoe Reimbursement form,
- receipt of purchase,
- picture of barcode and shoe description found on the package the footwear came in,
- a copy of this policy; and,
- a copy of the completed PPE Assessment for the employee.

**Steel Toe Shoes/Boots** – A durable boot or shoe that has a protective reinforcement in the toe which protects the foot from falling objects or compression, usually combined with a mid-sole plate to protect against punctures from below.

## 6. References

**Occupational Safety and Health Administration, Personal Protective Equipment, Foot Protection** - <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.136>

**Physical Plant Safety Program** - [https://derfw2i7gxffo.cloudfront.net/wp-content/uploads/sites/23/2017/02/PP\\_Safety\\_Manual.pdf](https://derfw2i7gxffo.cloudfront.net/wp-content/uploads/sites/23/2017/02/PP_Safety_Manual.pdf)

**UW-Madison Expense Reimbursement Policy** - <https://policy.wisc.edu/library/UW-3024>

**UW-Madison, Division of Business Services, Getting Reimbursed** - <https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/>



**7. Approvals and Revisions**

Approved by Deputy Associate Vice Chancellor, Margaret Tennesen

Signature

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*Margaret Tennesen*  
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Date: 4/9/2024

**8. Contacts**

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Web Address: <https://inside.fpm.wisc.edu/policies/>

Facilities Planning & Management  
Protective Footwear Reimbursement Policy  
Office of the Associate Vice Chancellor  
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