**KWORCC Policies for Counties**

**Safety Toe Footwear Policy**

**Explanation:**

The purpose of this policy is to ensure the safety and well-being of all employees by mandating the use of safety toe footwear in relevant work areas. This policy applies to all employees who are required to work in areas where there is a significant risk of foot injuries.

**Therefore, KWORCC recommends that each Member adopt the following policy:**

1. Safety Toe Footwear Requirement:

a. Employees working in areas where there is a significant risk of foot injuries must always wear safety toe footwear during working hours. This requirement is mandatory for their personal safety and compliance with occupational health and safety regulations.

b. Safety toe footwear must meet or exceed the applicable safety standards set by regulatory authorities, such as ANSI or other recognized standards organizations.

c. Employees are responsible for ensuring that their safety toe footwear is in good condition and properly maintained. Any damaged or worn-out footwear should be replaced promptly.

1. Reimbursement Eligibility:

a. To encourage compliance and support employee safety, [County] will provide a reimbursement of up to $100 per year for the purchase of safety toe footwear.

b. The reimbursement is available to all employees who are required to wear safety toe footwear in the course of their duties.

c. The reimbursement will be processed upon submission of valid receipts or proof of purchase, clearly indicating the cost, date, and description of the safety toe footwear.

d. The reimbursement is limited to a maximum of $100 per calendar year, regardless of the actual cost of the safety toe footwear.

1. Reimbursement Process:

a. Employees seeking reimbursement for safety toe footwear must submit the relevant documentation to the Human Resources Department.

b. Reimbursement requests should be submitted within 60 days of the purchase.

c. The reimbursement will be processed through the regular payroll system and will be included in the employee's regular paycheck.

d. Employees are responsible for any applicable taxes on the reimbursement amount.

1. Compliance and Enforcement:

a. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment, depending on the severity and frequency of the violation.

b. Managers and supervisors are responsible for enforcing this policy and ensuring that employees are aware of the requirement to wear safety toe footwear.

c. Human Resources will periodically audit compliance with this policy and provide necessary guidance and training to ensure employee awareness and understanding.

1. Policy Review:

a. This policy will be reviewed on an annual basis or as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

 b. Any proposed changes to this policy must be approved by the Board of County Commissioners before implementation.

By adhering to this policy, [County] aims to create a safe work environment for all employees. It is the responsibility of every individual to comply with the safety toe footwear requirement and utilize the reimbursement program provided. Together, we can ensure the well-being of our employees and maintain a culture of safety.