UNIVERSITY OF CENTRAL FLORIDA
SAFETY POLICIES AND PROCEDURES

SUBJECT: Safety Shoes
Effective Date: 10/01/03
Number: SPP0004
Supersedes: 8/12/98
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I. GENERAL:

The purpose of this procedure is for the issuance and exchange of safety shoes for the employees of the Physical Plant. Employees required to wear safety shoes are responsible for knowing and following this policy.

II. GENERAL GUIDELINES FOR RECEIVING SAFETY SHOES:

A. All employees (including full time OPS), assigned to the list in section III will be issued one (1) pair of safety shoes upon initial hire. Upon successful completion of the six months probation period, the employee is entitled to a second pair.

B. All employees will complete Physical Plant Form No. 691 “Shoe Request” for each pair of safety shoes ordered.

C. All employees must select a safety shoe that the Environmental Health and Safety (EH&S) has approved for their area.

D. All employees are provided a base allotment of up to one hundred fifteen dollars ($115.00) per pair, for the purchase of safety shoes. The employee will pay any amount exceeding $115.00 by payroll deduction. It will be deposited into the appropriate unit's account. Each unit account will be charged for the purchase of their employee's shoes.

The shoe request form will include:

Date Date of safety shoe order.
Name Name of employee ordering safety shoes.
Employee ID# Unit of the employee.
Vendor Name of shoe vendor.
Catalog Vendor catalog number of the employee’s shoe choice.
Price Price of safety shoes listed in the catalog.
Size Employee’s shoe size.
Approved by Head or designee signature of authorizing unit.
III. UNITS REQUIRED TO WEAR SAFETY SHOES:

A. Building Services
B. Central Distribution
C. Grounds
D. Maintenance
E. Postal Services
F. Utilities
G. Water/Wastewater
H. A&I/Engineering

The Director of Environmental Health and Safety and the Director of Physical Plant are responsible for designating work areas requiring the wearing of safety shoes.

IV. EMPLOYEES’ RESPONSIBILITIES:

A. Employees required to wear safety shoes will wear safety shoes in designated areas throughout their shift. Employees will not wear safety shoes off duty except to and from work.

B. Employees will keep their safety shoes neat and clean.

C. Employees will be responsible for deliberate damage and/or loss due to theft or negligence. If safety shoes are lost, stolen, or are not returned, the employee must pay for them at the current replacement cost. Payment may be made by cash, money order, or cashier's check.

D. Employees will not significantly alter safety shoes.

E. Employees will notify their supervisor if they cannot wear safety shoes due to a medical reason(s). The supervisor will notify the appropriate unit head for direction.

F. Employees who do not follow the procedures may receive disciplinary action.

G. When new safety shoes are issued, the employee will take the safety shoes home and wear them on a carpeted surface in order to keep the shoes clean. The employee should test the safety shoes for proper size, comfort, or any defect problems during this time.
V. REPLACEMENT OF SAFETY SHOES:

A. Safety shoes will be replaced on an as needed basis upon approval by the employee’s supervisor.

VI. EXCHANGE OF SHOES:

A. All employees wishing to make a shoe exchange must return safety shoes to their supervisor with the completed shoe request form (No. 691). The supervisor will sign the shoe request form as a receipt for returned shoes. The employee will take the signed shoe request form to the shoe mobile for proper sizing and re-issuance of shoes.

B. After the employee has made a shoe selection, the vendor will staple the shoe request form to the original invoice (white copy). The vendor will give the stapled invoice and shoe request form to the Central Stores Manager for processing.

To exchange safety shoes after issuance, the following conditions should exist:

1. There must be a defect with the construction or material of the safety shoes. Exchanging safety shoes after initial issuance, because of sizing or personal dislike, will not be permitted.

2. Employees must take the defective safety shoes to their immediate supervisor for verification of the problem.

3. After verifying the problem, the immediate supervisor will complete and sign Physical Plant Form No. 691 for the employee to exchange shoes from the shoe mobile.

VII. EMPLOYEES’ RESPONSIBILITIES UPON TERMINATION OF EMPLOYMENT:

A. Termination of employment is defined as separation from the University or any leave without pay (LWOP) for a period of thirty (30) calendar days or more, after the end of the last work day.

B. Upon termination of employment, safety shoes will be returned to Central Stores.

C. If the employee wishes to keep the used safety shoes and the shoes are six (6) months old or less, they will pay a flat fee of ten dollars ($10.00) per pair to the University. If the shoes are over six (6) months old, there will be a flat fee of five dollars ($5.00).
D. When purchasing used safety shoes, the following procedures should be followed:

1. Central Stores will accept the used shoes and direct the employee to:
   
   University Cashier
   Millican Hall
   Room 109

2. Central Stores will include information as to the reason for the visit, and provide the following accounting data to the University Cashier (Department Code 02800003 - Object Code 749999).

3. The employee will pay the University cashier for the shoes and obtain a receipt of payment to be given to the Central Stores Unit before the shoes will be released.

VIII. SUPERVISOR OR UNIT HEAD'S RESPONSIBILITY:

A. Supervisors and unit heads will maintain accountability for safety shoes issued to their unit employees. They will inspect and verify the need for replacement safety shoes and monitor issue history to identify potential misuse of safety shoes.

B. Supervisors or unit heads will budget for, and reimburse Central Stores for the purchase of safety shoes.

C. Supervisors or unit heads will use the guide published by EH&S to ensure assigned personnel purchase safety shoes meeting the particular requirement of their unit.

D. Supervisors or Unit Heads will ensure terminating employees either turn in safety shoes to Central Stores or pay the appropriate amount to the University Cashier's office.

IX. CENTRAL STORES RESPONSIBILITIES:

A. Central Stores is responsible for the procurement, issuance, recovery and accounting functions associated with the procedure. The Central Stores Manager will manage the credit for all defective safety shoes with the shoe vendor.

B. When an employee returns safety shoes to Central Stores, the Central Stores Unit will determine if the shoes are reusable or not, and take the appropriate action. Central Stores will annotate the return of safety shoes on the individual’s exit checklist.
X. **PERSONNEL'S RESPONSIBILITY:**

A. It is the responsibility of the Physical Plant Personnel Office to hold the last paycheck of the employee (or full time OPS) until they are notified by the Unit that the safety shoes are returned to the University or paid for by the employee.

This policy has been recommended and approved by a quorum of the Physical Plant Safety Committee:

- Alleton Ricks
- George Diamond
- Kathleen Sidor
- Mark Grasso
- Oscar Mauricio
- Timothy Newman
- Brian Wormwood

- Debra Hill
- Kamil Janek
- Kim Diep
- Mark Prairie
- Robert Parker
- Sam Stanton

Approved by:

Richard D. Paradise, Director
Physical Plant

11/18/03

Date