



UNIVERSITY OF GEORGIA

Facilities Management Division

UGA FMD Safety Shoe Policy

Effective July 1, 2017

UGA Facilities Management employees in specified shops are required by UGA to wear ANSI compliant safety shoes. These employees will be allowed up to \$85 for a pair of electrically hazard rated, safety-toe, boots or shoes. Any employee working around water will be allowed up to \$95 for waterproof shoes.

There will be a 12 month period of time before shoes will be replaced by UGA. During that 12 months, and following the 30 day manufacturing guarantee, employees must receive purchase approval from their supervisor to replace any damaged or excessively worn shoes. Approvals must be made on an individual basis. If the worn shoes are repairable, they will be repaired at the expense of UGA before replacement will be considered.

There is a two pair limit on UGA paid shoes during the 12 month period after initial issue. Replacement of the initial pair of work shoes will be at the expense of the employee, with UGA contributing \$40 (or \$45 for waterproof styles). The order form for use (AFTER the boot truck dates) is located on the FMD public shared drive under "Safety\PPE Order Forms". All orders must be generated from UGA FMD HR. No P-card purchases are allowed.

The employee will be responsible for the entire price of the shoe if the tags have been removed by the employee and they do not fit. All shoes should be tried on for size on carpet and kept clean so the shoes can be returned, if needed. If an employee does not order the right size shoe, or chooses a different style, the employee will be responsible for the shipping expense on the second order.

If an employee prefers, they are allowed to wear their own personal leather shoes with steel toe caps or rubber shoe covers with a safety toe to meet the job requirement of safety footwear. Both of these options are available in the FMD warehouse. Shoes provided by UGA FMD should ONLY be worn during work hours and FMD is NOT responsible for any damage occurring during non-working hours.

Prices for UGA are tax exempt. Anything above the allowance is taxable at 7%. For example, you want a pair of \$90 non-waterproof shoes. UGA will pay \$85, the employee pays \$5 plus a tax of 7%, which is a total of \$5.35.

Employees will be allowed to pick the shoe that best suits your personal preference, but will be responsible for all purchases amounts above the allowance. ***There will be a "free" option for all employees. i.e., shoes within the cost covered by the UGA allotment.*** Payment must be made to the vendor at the time of purchase.

All supervisors will be responsible for ensuring their employees are wearing their safety footwear while at work. Employees who report to work without safety shoes, where required, will not be allowed to work. Employees who decline to wear or who repetitively report to work without their appropriate safety footwear will be subject to the UGA "Guide to Progressive Discipline" under the following criteria:

- 1. Poor performance of duties, including failure to follow instructions or to maintain established standards of workmanship or productivity, because of an unwillingness to perform or carelessness.*
- 4. Failure to conform to a departmental uniform or dress code policy*
- 8. Failure to adhere to University or departmental safety policies or procedures, including failure to immediately report an accident on University premises involving an on-the-job injury or property damage.*
- 9. Insubordination, including refusal to accept instructions from supervisors, security officers, civil defense personnel, or other proper authorities.*
- 18. Any activity which violates federal or state standards regulating the provision of professional services.*

This UGA FMD Safety Shoe Policy is to provide protective equipment for our employees. Non-compliance with the Policy will not be tolerated. The first occurrence will result in a written warning. The second occurrence will result in disciplinary suspension. A third occurrence will result in automatic discharge from UGA employment.