



UNIVERSITY OF  
**GEORGIA**

**Safety Shoes**  
**Facilities Management Division Policy**  
Effective October 1, 2023

### **Policy Statement**

Facilities Management Division (FMD) employees in specified shops are required to wear ANSI compliant safety shoes. The positions that require safety footwear are based on a job hazard analysis. Protective footwear is required when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.

### **Reason for Policy**

The goal of this policy is to enforce the safety footwear requirement. To help support this workplace requirement, authorized employees are eligible to receive up to \$110 for a pair of electrically hazard rated, safety-toe, boots or shoes.

### **Procedures**

Employees who are required to wear safety shoes on a daily basis for their job assignments are eligible to receive the safety shoe allowance annually. An employee seeking to replace damaged or excessively worn shoes prior to their next eligibility date (during the 12-month period since last purchase, and following the 90-day manufacturing guarantee) must receive pre-purchase approval from their supervisor. Requests must be made on an individual basis.

Employees whose job necessitates safety shoes intermittently are eligible to receive the safety shoe allowance once every 3 years. An employee seeking to replace damaged or excessively worn shoes prior to their next eligibility date (during the 36-month period since last purchase, and following the 90-day manufacturing guarantee) must receive pre-purchase approval from their supervisor. Requests must be made on an individual basis.

Employees are allowed to pick the shoe that best suits their personal preference, but will be responsible for all purchase amounts above the allowance. Payment must be made at the time of purchase. The vendor will accept cash, check, credit/debit card, Apple Pay, Venmo, Samsung Pay, and Cashapp.

Prices for UGA are tax exempt, anything above the allowance is taxable at 8%. For example, an employee wants a pair of \$115 shoes. UGA will pay \$110, employee pays \$5 plus a tax of 8%, which is a total of \$5.40.

If an employee prefers, they are allowed to wear their own personal electrically hazard rated shoes *with steel toe caps or rubber shoe covers with a safety toe* to meet the requirement of safety footwear. FMD Safety will provide an employee protective shoe covers upon request.



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### **Ordering Information**

All orders must be generated through UGA FMD Safety.

***No P-card purchases are allowed and there will be no reimbursement for private purchases.***

The order form for use after the boot truck date, or for new hires is available on the FMD Z Drive at: (Z:) Public / Forms / Shoe Order Form 2023

FMD Departments are responsible for reviewing and updating their list of qualified positions annually. Departments should notify FMD Safety of any/all eligibility revisions at least one month prior to the boot truck date.

All shoes should be test fit on a clean surface so they can be returned if needed. Shoes/boots that are soiled, damaged, “field-tested”, or have had the tags removed by an employee will not be eligible for return in the event they do not fit; an employee would be responsible for the entire cost of replacement footwear.

### **Compliance**

Shop Supervisors are responsible for ensuring that employees are wearing their safety footwear. Employees who report to work without safety shoes, where required, will not be allowed to work. Employees who decline to wear or who repeatedly report to work without their appropriate safety footwear will be subject to disciplinary action for one or more of the following unacceptable behaviors under the Conduct While Employed Policy.

- Failure to adhere to university or departmental policies or procedures.
- Insubordination, including refusal to follow instructions from supervisors or other proper authorities.
- Negligence.
- Willfully violating safety regulations.

Non-compliance with the Policy by either supervisors or employees will not be tolerated. Failure to comply will result in disciplinary actions with the potential for termination after more than one occurrence.