

**GENERAL:** The purpose of this section is to explain the procedures whereby permanent employees are reimbursed for the purchase of safety-toe shoes required for their on-the-job use by the safety policies of the North Carolina Department of Transportation. Reimbursement to permanent employees for the purchase of safety-toe shoes was approved by the State Personnel Commission effective February 1, 1985. Reimbursement is to be made on a calendar year basis.

**PROCEDURES:** Permanent employees and permanent hourly employees in designated classifications may be reimbursed for the purchase of required safety-toe shoes upon creating a trip request in SAP. The purchase receipt must be scanned with the trip, the receipt must clearly show the merchant's name, the date of purchase and the amount. The shoes must be presented for inspection to the employee's supervisor. The supervisor's inspection is to certify the shoes are labeled by the manufacturer as meeting American National Standards Institute Standards for safety-toe shoes.

Reimbursement is limited to one pair of safety-toe shoes per calendar year and a maximum of \$80.00 or an optional biennial reimbursement of \$160.00. The date of purchase will determine the applicable reimbursement period, not the date an employee filed for reimbursement or the date the actual reimbursement is issued. Reimbursement will be allowed for safety toe shoes that were purchased during the two weeks prior to the report to work date, or between the time employment was offered and the report to work date, whichever is shorter. A request for reimbursement may not be submitted until after the report to work date. Employees should file their request for reimbursement within thirty (30) days of a qualified purchase. Potential employees should be advised that if employment ultimately does not occur, reimbursement would not be allowed. Requests filed on or after March 1 for reimbursement of a purchase made in the previous year will not be accepted. Employees in classifications that are required to wear uniforms which include safety-toe shoes and to whom the complete uniform is issued are prohibited from being reimbursed under this policy for the purchase of safety-toe shoes.