



CITY OF KINSTON

Personnel Policy

Subject: Safety Shoe Policy	Section: General Provisions		Review Responsibility: Director of Human Resources		
	Policy #:: 5	Effective Date: 3/1/2024	Rev. #: 3	Revision Date: 1/19/2024	Page: 1 of 2
	Supersedes: 7/1/2022	Prepared By: Tiffany Smith <i>Tiffany Smith</i>	Approved By: Rhonda Barwick <i>Rhonda Barwick</i>		

1.0 Purpose

The City of Kinston is committed to a work environment that is as safe as possible for all employees and complies with the Occupational Safety and Health Act (OSHA) by requiring approved protective footwear for certain jobs with exposure to foot hazards.

2.0 Departments Affected

All City employees who work in areas where there is a danger of foot injuries.

3.0 Policy

All employees who are exposed to foot hazards during the normal course of duty are required to wear protective footwear. Employees required to wear protective footwear will receive \$125 for general safety footwear and \$250 for electric division employees annually. New employees will receive a voucher for purchase of new safety footwear or may purchase safety footwear from another vendor for reimbursement minus sales tax. Any cost above the allotted amount will be payroll deducted.

4.0 Definitions

- 4.1 Foot Hazard- Any hazard that creates a danger of foot injuries due to rolling or falling objects, objects piercing the sole, or where there is a potential to be exposed to an electrical hazard.
- 4.2 Protective Footwear- Footwear that meets the requirements of the American National Standards Institute (ANSI Z41-1991) as referenced by the Occupational Safety and Health Act (OSHA).

5.0 General

- 5.1 During a designated week of September each year, affected employees will have the option of purchasing compliant safety footwear through either local merchants (identified by the Purchasing Manager) or the shoe mobile. The retailer will notify

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Human Resources of the available dates of the shoe mobile. A flyer with the information will be sent to Public Services and Parks and Recreation.

- 5.2 The Purchasing Manager will select the shoe mobile vendor each year through the informal bid process. The vendor will be on-site at the Public Service Complex on the designated days from 6 am to 10 am.
- 5.3 Department Heads and their Administrative Staff will be notified two weeks prior to the event and adjust working schedules if needed so each required employee may attend.

6.0 Procedures

- 6.1 The Department Head shall assign a representative to be present at each visit by the shoe mobile to ensure each person purchasing safety footwear from the vendor is a City employee. Should the employee exceed the allotted amount for the footwear a payroll deduction form shall be completed by the employee, verified by the department representative, and sent to the Human Resources Department. The deduction may be up to 3 equal payments.
- 6.2 Only one pair of safety footwear will be allotted per required employee each year. Any replacement of safety footwear within the year must be purchased at the expense of the employee. At no time, under any circumstance, shall the employee be excused from wearing safety footwear when the position requires such.
- 6.3 Employees who have turned in their resignation before the shoe mobile event are not eligible to purchase safety boots with their allotted funds from the City of Kinston.
- 6.4 If an employee is terminated within six months of hire, that person must reimburse the City for the full cost of his/her pair of safety footwear. The department head must notify the Human Resources department should this action take place.

7.0 Authorization

- 7.1 A letter voucher will be given to all new employees at orientation from Human Resources who will be required to wear safety boots. The new employee's department supervisor will ensure the employee receives the safety boots within three days of hire.