

## **LEPP Policy for Safety Shoe/Boot Reimbursement**

Employees who are required to wear safety shoes or boots on the job are allowed to seek payment or reimbursement from the Laboratory for one pair of shoes or boots per year.

The maximum annual allowance for the safety shoes or boots will be based on the amount negotiated in the United Auto Workers/Cornell University contract. If the cost of the shoes or boots exceed the maximum annual allowance, the employee will be responsible for covering the excess cost.

Supervisors are responsible for providing a list of their employees who require safety shoes/boots to the Laboratory purchasing staff. The purchasing staff will pre-approve and track safety shoe/boot purchases, therefore all employees are required to discuss their purchase of safety shoes/boots with the purchasing staff before they make a purchase. If an employee purchases safety shoes or boots without gaining prior approval from the purchasing staff, reimbursement will be denied.

bjb 6/08