

Safety Reimbursement Process

1. The Employee completes the form, signs, and submits the request to Human Resources.
2. HR reviews employee's balance for Safety Reimbursement allowance, signs form if funds are available, and indicates employee's balance. Safety Reimbursement Authorization Form is then returned to employee.
3. Once employee purchases footwear or safety wear, the supervisor signs form, ensuring footwear meets individual department standards, authorizing the purchase.
4. Employee submits completed form, purchase receipt, and photo of box or barcode purchased to HR for reimbursement.
5. HR completes reimbursement voucher to Finance.
6. Finance issues employee a reimbursement check.



**Safety Footwear and
Foul Weather Purchase
Authorization**

Date: _____

Per the Douglas County Employees Association (DCEA) Agreement 7/1/17-6/30/24:

ARTICLE 24. UNIFORM ALLOWANCE

B. Safety Footwear.

Douglas County will provide a footwear allowance of up to \$150.00 every year based upon receipts or other documentation to reimburse the employee for the difference in price between steel-toed equipped footwear and similar acceptable footwear without steel toe protection. **The one-year period will be calculated from the date the employee last received a footwear allowance.** However, the employee will receive up to the full allowance at any time his/her steel-toed or safety footwear is damaged so as to render the footwear unserviceable (excluding normal wear and tear as determined by the Department Head) while the employee is performing his/her duties provided that, within twenty-four (24) hours of the damage, the employee notifies the employee's Department Head or Supervisor of the on-the-job damage to the footwear. The Department Head shall identify the positions which are eligible for the allowance. Footwear purchased under this section must comply with applicable safety standards established by the County or with OSHA standards.

An additional \$50 per year for foul weather gear will be provided to the designated employee classifications for the authorized gear listed in the attached Appendix "B." Once an employee is reimbursed for the safety footwear or clothing, they are required to wear them on the job.

Employee Name (Please Print)

Employee Signature

Supervisor Signature

Risk Management Signature

APPENDIX “B”

Authorized gear consists of insulated pants, jacket, gloves, boots and hat. The represented Douglas County positions that are eligible to receive the foul weather allowance are listed below:

Animal Services Officer
Fleet Services Master Technician
Fleet Services Master Technician Senior
Electrical Instrumentation Technician
Animal Care Assistant
Maintenance Specialist
Maintenance Specialist Senior
Park Ranger
Road Maintenance Operator
Road Maintenance Operator Senior
Road Sign Maintenance Specialist
Road Maintenance Coordinator
Telecommunications Technician
Utility Systems Technician Trainee
Utility Systems Technician I
Utility Systems Technician II
Utility Systems Technician Senior
Weed Control Program Coordinator