

1. Request Policy Statement

Facilities Planning & Management (FP&M) is committed to ensuring a safe and healthy campus environment for our employees.

To ensure proper protective footwear in the workplace, FP&M will provide a reimbursement of up to \$125 per pair of protective footwear each fiscal year (July 1 - June 30) to each employee working in an area where their approved [Personal Protective Equipment \(PPE\) Assessment](#) has been completed and protective footwear is recommended based on the probability/likelihood of encountering a hazard.

2. Purpose

To establish a process and criteria for eligible employees to be reimbursed for the purchase of protective footwear.

3. Scope

This policy applies to all FP&M employees who are required to wear protective footwear based on the findings of their completed and approved [Personal Protective Equipment \(PPE\) Assessment](#).

4. Procedures

- Supervisor will notify applicant and or employee of the requirement to wear protective footwear on the job during the interview process and or during the new employee orientation/onboarding and or when a Personal Protective Equipment Assessment has been updated. Language will also be included in the applicant's appointment letter.
- Employee and Supervisor will complete a FP&M Personal Protective Equipment (PPE) Assessment. Employee and Supervisor will both sign off on PPE Assessment.
- Employee will have 30 days from the date they sign the Personal Protective Equipment Assessment to acquire and request reimbursement for their purchased protective footwear.
- Once Employee acquires protective footwear, Employee will complete a [Request for Protective Footwear Reimbursement form](#) and submit the completed form, along with required supporting documentation, to their supervisor for approval.
- Supervisor will review the request form and supporting documentation for compliance within 7 days from the receipt of the request from the employee.
 - If the documentation complies with policy, the supervisor will approve the request, and send the signed form and required supporting documentation to their department's director within 7 days of receipt of the request. This can be done via email or interdepartmental mail. Scanned documents are acceptable. A department director is a member of the FP&M Core Leadership Team.
 - If the documentation does not comply with policy, the supervisor will deny the request, and will notify the employee directly within 7 days of receipt of the request as to why the request was denied.



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- Upon receipt of the supervisor's approved request form and required supporting documentation, the department's director will do a secondary review of the request.
 - If the documentation complies with policy, the department director will approve the request, and send the signed form and required supporting documentation to FP&M HR within 7 days of receipt of the request. This can be done via email or interdepartmental mail. Scanned documents are acceptable.
 - If the documentation does not comply with policy, the department director will deny the request, and will notify the supervisor, and the supervisor will notify the employee directly within 7 days of receipt of the request as to why the request was denied.
 - Upon receipt of the department director's approved request form and required supporting documentation, FP&M HR will do a third and final review of the request.
 - If the documentation complies with policy, FP&M HR approves the request.
 - FP&M HR will then contact the employee directly to schedule a time to meet one-on-one during working hours to process the e-reimbursement request.
 - The request for reimbursement must be submitted with the required supporting documentation within 90 days of the date the expense was incurred.
 - The Employee is responsible for processing their own reimbursement request through the UW-Madison Division of Business Services e-Reimbursement tool; however, FP&M HR will partner with the employee to provide system training and assist the employee with processing the reimbursement request.
 - If the documentation does not comply with policy, FP&M HR will deny the request, and will notify the employee directly within 7 days of receipt of the department director's approved request form as to why the request was denied.
 - **Failure to Comply: If the receipts are not provided by the approaching reimbursement date, the protective footwear fees paid by the employee will not be reimbursed.**

5. Definitions

Personal Protective Equipment (PPE) Assessment – The PPE Assessment is used to determine the required PPE by identifying the hazards of performing the task and selecting appropriate PPE. The form is grouped according to the body part protected by specific types of PPE.

Protective Footwear - OSHA General Requirements (CFR 29 1910.136(a)) - The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.

Required Supporting Documentation - Includes:

- approved Request for Protective Footwear Reimbursement form,
- receipt of purchase,
- picture of barcode and shoe description found on the package the footwear came in,
- a copy of this policy; and,

- a copy of the completed PPE Assessment for the employee.

6. References

Occupational Safety and Health Administration, Personal Protective Equipment, Foot Protection - 1910.136 - Foot protection. | Occupational Safety and Health Administration

Physical Plant Safety Program -
https://derfw2i7gxffo.cloudfront.net/wp-content/uploads/sites/23/2017/02/PP_Safety_Manual.pdf

Request for Protective Footwear Reimbursement Form -
<2021-FPM-Request-for-Protective-Footwear-Reimbursement-Form.pdf> (wisc.edu)

UW-Madison Expense Reimbursement Policy - <https://policy.wisc.edu/library/UW-3024>

UW-Madison, Division of Business Services, Getting Reimbursed -
<https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/>

7. Approvals and Revisions

Approved on June 30, 2021 by Deputy Associate Vice Chancellor, Margaret Tennesen.

Signature *Margaret Tennesen* Date: Jul 1, 2021
Margaret Tennesen (Jul 1, 2021 15:34 CDT)

8. Contacts

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