



## **Slip/Water Resistant Shoes Reimbursement Procedures for Full & Part Time Custodial Staff Employees**

### **Purpose:**

The personal safety and health of each CCSD employee is of primary importance. Slips, trips, and falls are the most common and preventable causes of serious accidents. The purpose of this policy is to help prevent slips, trips, and falls that cause occupational induced injuries.

### **General Information:**

CCSD will provide mechanical and physical facilities required for personal safety and health to the greatest degree possible. Therefore, custodial employees are required to wear approved slip resistant, water resistant shoes while working within our buildings.

#### **A. Approved Slip Resistant/ Water Resistant Shoes**

Slip resistant shoes with a documented .37 slip resistance, closed heel/toe, and upper made of vinyl/leather/documentated water resistant material will be approved.

#### **B. Slip Resistant Shoe Reimbursement/Purchase**

College Community Schools will reimburse employees up to \$60.00 per school year for one pair of approved slip resistant/ water resistant shoes. If, within 90 working days after receipt of approved shoes, an employee terminates their employment, the employee will be required to reimburse College Community Schools the purchase price of the slip resistant shoes up to \$60.00.

#### **C. Custodial Employees - Slip Resistant Shoe Required Areas**

Custodial employees are required to wear clean, approved slip resistant shoes at all times while working within CCSD buildings.

#### **D. Substitute Custodial Employees- Slip Resistant Shoe Required Areas**

Substitute custodial employees are required to wear clean, slip resistant overshoes provided by College Community Schools at all times while working in designated building areas. Or, substitutes may purchase their own approved slip resistant/water resistant shoes to be worn in required areas. If the substitute employee chooses to purchase their own shoes they are solely responsible for the purchase of the shoes and must confirm that they are approved and in good condition with the Assistant Operations Director.

**Procedures:**

The employee may purchase slip resistant / water resistant shoes from the vendor of their choice, however, it is the responsibility of the employee to submit documentation that the purchased shoes are rated at least .37 and documented as water resistant, to the Assistant Operations Director.

Receipts, tags, and completed reimbursement forms must be turned in to the Assistant Operations Director within 30 calendar days of being hired.

Starting school year 2022-2023, the due date will be extended to October 30th for existing employees who have and are wearing a pair of shoes that meet requirements from the previous school year. The district will reimburse up to \$60.00 with a receipt, a completed form, and any required documentation showing that the purchased shoes meet or exceed the requirements of the policy.

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**Slip Resistant Shoe Reimbursement Form**

**Employee Name (Print):** \_\_\_\_\_

**Assigned Building:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Date of Purchase:** \_\_\_\_\_

**Receipt and documentation showing that purchased shoes meet policy requirements must be attached to this completed reimbursement form.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**This section for Building and Grounds Office Use Only**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_