

 <p><b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b></p>	Developed by/Date: Delilah Vasquez 6/17/17	Page: 1 of 1	Number: 5.11
	Reviewed by/Reviewed Date: Exec Staff: 7/24/17	Replaces:	Subject: Safety and Security
Title: <b>Safety Shoe and Prescription Safety Eyewear Reimbursement Policy</b>		Approved: 7/24/17	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

To ensure the safety of our employees by providing a reimbursement program, in accordance with the Safety Program, County Ordinance 2.60.020 (D)(3) and the Memorandum of Understanding (MOU) with the Stanislaus County Employee’s Association (SCEA) AFSCME Local #10, Section 33 Uniforms, (A) Safety Shoe Program and (G) Prescription Safety Eyewear.

Employees working in the Store Keeper I/II or Stock Delivery Clerk I/II classifications of the Office Services Section who are required to wear safety shoes in the performance of their duties will be reimbursed up to \$180.00 annually for one pair of shoes.

Employees working in the Store Keeper I/II or Stock Delivery Clerk I/II classifications of the Office Services Division that wear prescription glasses and are required to wear safety eyewear while on the job will be reimbursed up to \$120.00 annually for one pair of prescription safety eyewear.

**Procedure**

Employees should complete the Safety Shoe and Prescription Safety Eyewear Authorization Form and submit it to their Manager for approval. The approved form is then submitted to Payroll for reimbursement. The form is available in Ollie at <http://ollie/admin/hr/forms>.