

Footwear and Eyewear Reimbursement

Effective September 1, 2004

This program was introduced in September of 2003 and made formal in September 2004. In order to be eligible for this program, an employee must complete their 90-day Introductory Period as defined in the Employee Handbook.

Footwear

- § The employee must be working in a designated foot protection area as determined by his or her manager.
- § The employee must complete their 90-day Introductory Period prior to becoming eligible for this program.
- § The employee may purchase a shoe with the following specifications for reimbursement:
 - ◆ Leather upper
 - ◆ Non-leather puncture/chemical resistant sole
 - ◆ Defined instep with no slant
 - ◆ Lace up above ankle
 - ◆ Rounded steel toe (75lb impact and compression rating)
- § The employee may submit a receipt of the purchase of footwear to his or her manager not more than once yearly. *Can be no sooner than previous year's purchase date.*
- § The manager will fax and mail a copy of the receipt to payroll for a reimbursement of the actual amount, up to \$75.00.
- § Reimbursement to the employee will be made within (30) thirty days of receiving the proper documentation.

Prescription Eyewear

- § The employee must be working in a designated eye protection area as determined by his or her manager.
- § The employee must complete their 90-day Introductory Period prior to becoming eligible for this program.

The employee may purchase a prescription safety eyewear with attached side shields

- § The employee may submit a receipt of the purchase of eyewear to his or her manager no more than once yearly. *Purchase date to be used.*
- § The manager will fax and mail a copy of the receipt to payroll for a reimbursement of the actual amount, up to \$75.00.
- § Reimbursement to the employee will be made within (30) thirty days of receiving the proper documentation.

