

## **CLASSE POLICY FOR SAFETY SHOE/BOOT REIMBURSEMENT**

Employees who are required to wear safety shoes/boots on the job are allowed to seek payment or reimbursement from CLASSE for one pair of safety shoes or boots once per calendar year.

The maximum annual allowance for the safety shoes/boots will be based on the amount negotiated in the United Auto Workers/Cornell University contract. If the cost of the employee's shoes or boots exceed the maximum annual allowance, the employee will be responsible for covering the excess cost.

**Prior to any purchase**, supervisors are responsible for notifying the CLASSE Procurement Specialists of their employee's need to purchase safety shoes/boots. The Procurement Specialists are responsible for pre-approving and tracking safety shoe/boot purchases, therefore all employees are required to discuss their purchase of safety shoes/boots with the purchasing staff **before they make a purchase**. If an employee purchases safety shoes or boots without gaining prior approval from their supervisor and the purchasing staff, reimbursement will be denied.

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