

Board of County Commissioners Agenda Request

Date of Meeting: January 16, 2024

Date Submitted: January 4, 2024

To: Honorable Chairman and Members of the Board

From: Edward J. Dixon, County Administrator
Curtis Young, Public Works Director

Subject: Approval of Policy Number 2024-001 – Public Works Boot Purchasing Policy

Statement of Issue:

This agenda item seeks Board approval of Policy Number 2024-001 – Public Works Boot Purchasing Policy.

Background:

In 2010, Gadsden County Public Works Employees were allotted a boot allowance of \$80 per year for work boots. The allowance has continued at the \$80 rate to date. The current boot allowance of \$80 has become insufficient to cover the costs of quality boots that meet the evolving safety standards required for our work environment.

By establishing a purchasing policy for work boots, the Public Works Department can create a safer and more comfortable work environment while also addressing regulatory requirements and promoting a positive workplace culture.

Analysis:

Employees are given three boot vendors to choose from. The boots will be steel toe unless approved otherwise by the Director of Public Works. Those vendors currently are Cintas, The Shoe Box, and Carroll's Boot Country.

Fiscal Impact:

The boots are budgeted in public works uniform budget.

Options:

1. Approve the Policy # 2024-001 and authorize the Chairman to sign.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

Option 1.

Attachments:

2024-001 – Public Works Boot Policy



SUBJECT: POLICY FOR PURCHASING BOOTS – PUBLIC WORKS DEPARTMENT

POLICY NUMBER: 2024-001

EFFECTIVE DATE: JANUARY 16, 2024

OVERVIEW

The Public Works Department makes available a variety of personal protective equipment (PPE) and Boots to protect employees from industrial hazards. This policy outlines the Public Works Department's requirements to obtain reimbursement for the protective footwear.

Management will evaluate hazards that require the use of PPE such as protective footwear and will designate the types of PPE that will help protect against these hazards. The hazard assessment will be summarized in writing from Public Works and will indicate the job titles surveyed and the type of footwear required in this assessment will be approved by the Public Works Director.

In general, employees must wear protective footwear when working in areas where there is a potential danger of foot injuries due to falling or rolling objects, or the danger of objects piercing the sole, and where employees' feet are exposed to hazards.

The Public Works Department will provide footwear to all employees who are deemed eligible:

The supervisor will certify for local records the names of employees who have received the Boots, and the date(s), and the employee acknowledgment in writing that he/she has received the Boots.

REQUIREMENTS FOR OBTAINING PROTECTIVE FOOTWEAR

The employee must regularly work in an area that has been designated by the Director/Supervisors as an area where the wearing of protective footwear is required, or the employee must have a job that requires the wearing of protective footwear.

The protective footwear must be obtained from a county-approved company-designated supplier. The specific type of protective footwear (for example, safety-toe boots, metal-free boots, or metatarsal guards) that are appropriate for a particular area or type of operation will be determined by the Director/Supervisors.

ELIGIBILITY FOR REIMBURSEMENT OF FOOTWEAR EXPENSE

All full-time and part-time employees whose work requires the wearing of protective footwear will be eligible for the boot allowance that is provided by Gadsden County BOCC. The employee will be responsible for wearing protective footwear during working hours. All participating boot vendors will be notified of the BOCC-approved footwear. The employees will not be issued allowance checks.

POLICY LIMITATIONS

The Gadsden County BOCC has allotted \$150.00 for reimbursement for protective footwear/boots annually. The fiscal year for boots will run from January 1st through December 31st of each year.

EMPLOYEE RESPONSIBILITY

The employee will be responsible for the difference between the cost of the protective footwear and the amount of BOCC-approved reimbursement for the footwear/boots.

The employee will be responsible for the reasonable care and maintenance of his or her protective footwear.

Policy Approved By:

By:

Date: _____

Ronterious "Ron" Green, Chairman