

POLICY TITLE: Safety Shoes and Clothing

EFFECTIVE DATE: 7-10-12

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

**PURPOSE:**

To reduce the chance of injury from flying debris and contact with objects or other health hazards for maintenance employees of the Library.

**POLICY:**

Employees are eligible for reimbursement up to one hundred fifty dollars (\$150) per year to be used toward the purchase of work coats, work pants, coveralls, required ANSI-75 specification safety shoes and gloves for general work duty and warmth.

**PROCEDURE:**

An original receipt of purchase will be required for reimbursement. Library will make a copy for Library records with the original receipt being returned to the employee. When and where available the Library may participate in direct billing.