

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY

OLD POLICY NUMBER: 3.960

POLICY TITLE: Safety Shoes and Clothing

NEW POLICY NUMBER: 4.550

EFFECTIVE DATE: Adopted 7/10/12; Revised and Renumbered 5/18/2021

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Library Board reserves the right to amend this at any time.

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.

Provided Items: The library provides safety glasses, hearing protection, dust masks, and hard hats as needed.

PROCEDURE:

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