

**City of Winter Haven
Safety Shoe Benefit Program
(For Fiscal Year October 1, 2024 – September 30, 2025)**

Eligibility: The City identifies which classifications and employees are eligible for this benefit. Only those required to wear safety shoes are eligible for the benefit. Shoes must be of high quality with thick, solid, and ideally non-slip soles, leather or leather-like material uppers, high-tops for ankle support, and preferably equipped with steel toes, depending on job classification. Employees receiving the benefit are required to wear the safety shoes to perform work.

Benefit Value: Up to \$200 per fiscal year, beginning October 1, 2022

Benefit Options – Incumbent Employees:

Incumbent employees eligible for the safety shoe benefit will be afforded a choice of the following:

_____ **Option 1:** A safety shoe allowance paid via payroll check and subject to FICA and federal withholding tax. Employees may purchase safety shoes from any vendor, and the footwear must meet the department's safety standards to qualify for the allowance. To receive the allowance, eligible employees must provide a receipt to substantiate and verify the purchase of approved work/safety shoes. The employee self-purchase receipt must be turned in to the department by September 30 each year and if not timely provided, the employee will not be issued an allowance check. ***Receipt must be attached to this form.***

_____ **Option 2:** Purchase one pair* of approved safety shoes from an on-site mobile safety shoe vendor**. The City will directly pay the vendor the shoe expense, ***with the Department Director's signature of approval below***, and where necessary, employees will:

- Before visiting an approved safety-shoe vendor/store, have this form approved with the Department Director's signature;
- Direct pay the vendor the shoe cost in excess of \$200; or
- Request that the shoe cost in excess of \$200 be payroll deducted, with the value of the deduction being no less than \$10 until the final deduction is made.
- In the event an employee separates employment with the City during their new hire probationary period, the full amount of the allowance received, and the excess shoe cost of the shoes being payroll deducted will be deducted from the employee's final check.

Eligible employees must provide a receipt to substantiate and verify the purchase of approved work/safety shoes.

**Employees may purchase more than one pair of shoes from the safety shoe mobile vendor but will only be eligible for one shoe allowance per fiscal year. They can direct pay the vendor for the additional shoes purchased or request that the shoe purchase expense be payroll deducted, with the value of the deduction being no less than \$10 per pay period.*

***The City will endeavor to arrange for two on-site mobile safety shoe visits per year. The Employee Health Fair on October 18, 2024, will count as one visit.*

Employee Name (Printed): _____ **Department:** _____

Employee Signature: _____ **Date:** _____

Department Director: _____ **Date:** _____