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Concerning Provision of Safety Footwear for Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD) **Policy**

1.0 Purpose

1.1 The purpose of this policy is to ensure that employees of the University of New Brunswick, who may be exposed to the risk of foot injury during the course of their duties, wear approved safety footwear.

2.0 Applicability

2.1 University-wide

2.2 This policy applies to all continuing employees (with the exception of the President, Vice-Presidents, Deans, Associate Deans and Assistant Deans) of the University of New Brunswick who are not covered by a collective agreement. This group is defined as the Administrative, Professional and Technical Group for the purpose of this policy

3.0 Definitions

3.1 None applicable

4.0 Implementation

4.1 APPROVAL: It is the responsibility of the appropriate manager or supervisor, in consultation with the University Safety Coordinator, to determine that there is a requirement or a continuing requirement for the wearing of safety footwear and to determine the type of safety footwear required.

4.2 MANDATORY USE: Where it is determined that safety footwear is required, the employee concerned shall purchase and, at all required times, wear the appropriate safety footwear.

4.3 REIMBURSEMENT: On an annual basis, the employee will be reimbursed the cost of purchasing the safety footwear to a maximum equal to the University Safety Footwear Allowance. Application forms for reimbursement are available from the Department of Human Resources & Organizational Development-Fredericton Campus or from the Assistant Vice-President, Financial and Administrative Services-Saint John campus and should be submitted to Accounts Payable, Financial Services.

5.0 Interpretation and Questions

5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Department of Human Resources & Organizational Development at 453-4648. Questions from employees located on the Saint John campus may be directed to the Assistant Vice-President, Financial and Administrative Services, Room 119, Oland Hall at 648-5523.