

**COLLEGE TOWNSHIP, CENTRE COUNTY
PENNSYLVANIA**

SAFETY CLOTHING AND EYEGLASS REIMBURSEMENT POLICY

POLICY A-008 (Formerly P-010)

January 19, 2006

Rev. 2 – February 24, 2010

DESCRIPTION

This policy applies to employees of the Public Works Department, the Ordinance Enforcement Officer, Zoning Officer, Engineer, and Assistant Engineer. College Township requires the wearing of work boots and high-visibility clothing by employees when working outdoors. College Township also requires the wearing of safety glasses when employees are operating certain equipment, such as chippers and grinders. To help defray employee costs associated with these requirements, College Township provides reimbursement for employee expenses associated with the purchase of work boots and prescription safety glasses. (Safety eyeglass reimbursement applies to Public Works employees only.) College Township also provides eligible employees with a high-visibility sweatshirt annually and a high-visibility coat bi-annually. This policy details the procedures to be followed when purchasing work boots and corrective safety glasses.

Reimbursables

College Township provides a reimbursement allowance of up to \$300.00 every two years toward the purchase of work boots. Unused funds do not carry over to the next two-year cycle.

College Township provides a reimbursement allowance of up to \$350.00 every two years toward the purchase of safety corrective lens glasses. Unused funds do not carry over to the next two-year cycle.

Items covered by Purchase Provision of this Policy

Work Boots: Work boots must be a minimum height of six inches. Steel toes are recommended but not required.

Safety Corrective Lens Glasses: The safety glasses may be purchased through a provider of the employee's choice.

Purchasing Procedure

Prior to any purchase, the employee must verify the status of their allowance with the Director of Public Works. At that time, the Director of Public Works shall give them a Reimbursement Request Form. After making the purchases, the employee shall fill out

the appropriate sections of the Reimbursement Request Form and return to the Director of Public Works along with receipts. The Director of Public Works may request to see the purchased items to verify that the items meet College Township requirements. Any questions are to be directed to the Public Works Director.

Safety Clothing Items Provided by Township

High-Visibility T-shirts: Seven t-shirts (two (2) long-sleeved and five (5) short-sleeved) will be provided by the Township in the spring of each year.

High-Visibility Jackets: In October of each year, the Public Works Director will inspect employees' high-visibility jackets. Jackets that are found to be deficient due to rips, tears, or excessive fading will be replaced by the College Township. It is anticipated that jackets should have a life of two years.

High-Visibility Sweatshirts: In October of each year, the Public Works Director will inspect employees' high-visibility sweatshirts. Sweatshirts that are found to be deficient due to rips, tears, or excessive fading will be replaced by the Township. It is anticipated that sweatshirts should have a life of one year.

**Approved by Township Manager
January 19, 2006**

1 st Revision	<u>May 18, 2006</u>
2 nd Revision	<u>February 24, 2010</u>
3 rd Revision	<u>December 18, 2014</u>