

 <b>DRYDEN</b>		<b>POLICY</b>
<b>Section: HUMAN RESOURCES</b>	<b>NO: HR-SFW-01</b>	
<b>Reference: SAFETY FOOTWEAR – PERMANENT NON-UNION EMPLOYEES</b>	<b>Date: March 25, 2024</b>	
		<b>Next Review Date: March 2026</b>

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**Title: SAFETY FOOTWEAR (PERMANENT – NON-UNION EMPLOYEES)**

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**1.0 Purpose**

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- 1.1 The City of Dryden is aware that some non-union employees are required to wear CSA approved safety footwear during the purview of their regular job duties and responsibilities.
- 1.2 In light of this understanding, and in order to enable employees to perform their work in a safe manner, the City of Dryden has established this policy to reimburse eligible permanent non-union employees for the purchase of CSA approved safety footwear.

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**2.0 Reimbursement**

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- 2.1 Reimbursement may be payable, once each calendar year, an amount of up to three hundred dollars (\$300.00) with original receipts.
- 2.2 Managers are responsible for submitting all receipts and related documentation to Accounts Payable for reimbursement.

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**3.0 Responsibilities**

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- 3.1 Safety footwear must be CSA approved as defined in the City of Dryden’s Personal Protective Equipment policy (HR-HS-24) and be worn in compliance with the Occupational Health and Safety Act of Ontario.
- 3.2 Employees are responsible for maintaining their safety footwear in good repair and serviceable condition.

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**4.0 Exceptions**

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4.1 During extended approved leaves of absence, the safety footwear reimbursement payment will be suspended until the employee returns to work.

History			
<b>Approval Date:</b>	August 27, 2018	<b>Approved by:</b>	Council By-law 4575-2018
<b>Amendment Date:</b>	December 16, 2020	<b>Approved by:</b>	CAO
<b>Amendment Date:</b>	March 25, 2024	<b>Approved by:</b>	By-law 2024-21

**This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation.**