

Chapter 10 – Safety Footwear and Uniform Allowance

Safety Footwear and Uniform Replacement Allowance

Safety Footwear

Uniform Replacement Allowance

Reimbursement Claims

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References: [CalHR Manual 1705 - Safety Footwear](#), and [Bargaining Unit Contracts](#)

SAFETY FOOTWEAR

Qualified employees: Bargaining Unit 9 field employees, Supervisory (S09) and Managerial (M09) in field positions, Bargaining Unit 11 field employees, Bargaining Unit 10 employees, Bargaining Unit 12 employees and Supervisory (S12), and Bargaining Unit 15 employees.

Bargaining Unit 9 & 11 – "Field employees" assigned to "field positions" shall be responsible for purchasing safety footwear if required (and not provided) by the Department. For the purposes of this section, "field employees" are defined as full-time employees assigned to work outside of the office for an average of 25 percent of the time, during the twelve-month reimbursement period. "Field position" is defined as a position that encompasses work tasks that are performed outside of the office setting on more than an occasional basis. Typically, this includes on-site tasks such as reviewing a contractor's operation, inspecting field conditions or work performed by contractors, field surveying, landscape review, materials testing, construction layout and staking, and maintenance. For Supervisor and Managerial (S09/M09), the employee does not need to be a "registered" engineer.

For the purposes of this section, safety footwear is defined as steel-toed boots or shoes, or a serviceable leather work shoe or boot that complies with the Department's written policy, if any, and which the Department requires to be worn while carrying out the duties of the employee's position.

Bargaining Unit 9 - Effective July 1, 2022, the State shall reimburse full-time employees for the actual cost of safety footwear, including taxes and standard shipping cost, not to exceed \$150.00 once every 12 months. Eligible employees may be reimbursed for more than one pair of footwear provided the amount does not exceed the maximum reimbursement of \$150.00 during any 12-month period.

Bargaining Unit 11 – Effective April 1, 2017 the State shall reimburse full-time employees for the actual cost of safety footwear not to exceed one hundred (\$100) once every twelve (12) months. Employees may elect to purchase and be reimbursed for safety footwear once every twelve (12) months for one

hundred dollars (\$100) or once every twenty-four (24) months for two hundred dollars (\$200)

Eligible employees may be reimbursed for more than one pair of footwear provided the amount does not exceed the maximum reimbursement of \$100.00 during any 12-month period.

Bargaining Unit 10 – Effective July 1, 2018 the State shall reimburse the purchase of specific safety or protective footwear, required to be worn, but not provided by the Department for a reimbursement for the actual cost up to \$275 every two years.

Bargaining Unit 12 – The State shall provide safety shoes/boots when required by the State. When the state requires an employee to wear specialized footwear for a specific work activity the state shall provide such footwear. Safety shoes/boots are those intended to protect the employee from specific types of injury to the ankle, foot or toes. Safety shoes/boots include those with a steel toe or shank. Safety shoes/boots provided pursuant to this section are State property and shall be properly fitted and be the responsibility of the employee to maintain. The State shall be responsible for replacement of safety shoes/boots in the process of normal wear. State provided safety shoes/boots lost or damaged due to the negligence of the employee shall be replaced by the employee at his/her expense.

Effective July 1, 2023 and each July 1 thereafter, Caltrans permanent full-time represented employees in Bargaining Unit 12 and full-time non-represented employees in Bargaining Units S12 and M12 will receive an annual allowance in the amount of one hundred and seventy five dollars (\$175) per year for footwear purchase. The allowance shall be issued through payroll no later than September 1 of each year. Supervisory and managerial employees who are provided an annual uniform allowance which includes safety footwear are not eligible for this allowance. A Travel Expense Claim (TEC) is **NOT** needed for this allowance.

Effective July 1, 2025 and each July 1 thereafter, Caltrans permanent full-time non-represented employees in Bargaining Unit E48 tied to an S12 or M12 classification will receive an annual allowance in the amount of one hundred and seventy five dollars (\$175) per year for footwear purchase. The allowance shall be issued through payroll no later than September 1 of each year. Supervisory and managerial employees who are provided an annual uniform allowance which includes safety footwear are not eligible for this allowance. A Travel Expense Claim (TEC) is NOT needed for this allowance.

For safety footwear purchases made on or after July 1, 2021, Caltrans will reimburse each of its permanent full-time Bargaining Unit 12 employees, on payroll as of April 1st of each year, one hundred dollars (\$100) per year or two hundred dollars (\$200) every two years as an allowance toward purchasing safety footwear consistent with Caltrans policy. This allowance will be reimbursed to employees within 30 days of submitting a completed Travel Expense Claim with receipt beginning with the April pay period. Employees shall wear such footwear at all times on duty.

Reimbursement examples:

- For BU12 employee who last claimed SFW on 04/01/2019 and purchased a \$200 SFW on 07/05/2021, such employee is entitled to \$82 reimbursement for 04/01/2020 and \$100 reimbursement for 04/01/2021.
- For BU12 employee who last claimed SFW on 04/01/2019 and purchased a \$200 SFW on 06/20/2021, such employee is entitled to \$82 reimbursement for 04/01/2020 and \$82 reimbursement for 04/01/2021.

Supervisors (S12) shall receive the same footwear allowance as represented BU 12 employees.

Note: Employees are not limited to the month of April to submit a TEC for reimbursement. Employees may not submit more than one receipt per year.

Bargaining Unit 13 – Effective July 1, 2022, and each July 1 thereafter, all affected permanent full-time Unit 13 employees who are required to wear specific footwear consistent with each department's uniform and/or footwear policy, shall be eligible to receive a footwear allowance of \$200 per year. The check will be distributed by September 1 of each year. Employees shall be responsible for the purchase of the required footwear.

Bargaining Unit 15 – Effective July 1, 2016, the State shall provide employees a safety footwear replacement allowance of one hundred dollars (\$100) per year as of September 1 of each fiscal year.

Effective July 1, 2023, full-time non-represented employees in Bargaining Units S15 and M15 shall receive an allowance of \$165 per year for the purchase of required safety footwear. Annual allowances shall be distributed by September 1 of each year. Supervisory and managerial employees who are provided an annual uniform allowance which includes safety footwear are not eligible for this allowance.

For the purpose of this section, safety footwear is defined as oil and slip resistant footwear to be worn while carrying out the duties of the employee's position.

UNIFORM REPLACEMENT ALLOWANCE

When the State requires a uniform to be worn as a condition of employment and does not provide such a uniform, qualifying employees may submit a travel expense claim (TEC) for reimbursement. Reimbursement is based on actual costs substantiated with a receipt for an amount not to exceed \$450.00 per year. Employees in Bargaining Units 1, 3, 4, 10, 11, 14, 15, and 21 and non-represented employees affiliated with these Bargaining Units are currently eligible for reimbursement. Claims for such reimbursement shall be paid in full to the employee within ninety (90) days of the submission of the receipt.

REIMBURSEMENT CLAIMS

Reimbursement for the purchase of safety footwear must be requested on a Travel Expense Claim (TEC) Form [FA-0302](#).

The travel expense claim must include:

- Copy of the claim Form FA-0302.

- Copy of the safety footwear receipt. Including a receipt with a footwear identifier or a clear picture of the footwear may help expedite processing.

- The signature of the officer approving payment.

- The signature and title of individual authorizing expenses over \$25.00.

- Employees must verify on claim form FA-0302, on line 11, that at least 25% of their assigned duties are performed in the field.