

Pine Technical and Community College Procedure

4.PTCC.12.1 College Reimbursement of Safety Footwear

Chapter: 4 – Human Resources

Date: 8/28/2025

Part 1: Purpose

To establish guidelines for the reimbursement of funds spent on required safety footwear.

Part 2: Staff Requirements

Pine Technical and Community College has determined that as a condition of employment, certain PTCC employees may be required to wear safety footwear due to their specific work functions.

Senior management in individual departments will determine which employees will be required to have safety footwear. Senior management will communicate this directive to their staff and determine deadlines for staff to purchase and begin wearing safety footwear at work.

Part 3: Reimbursement Guidelines

The employees required to wear safety footwear on the job will be reimbursed per MMB HR/LR Policy #1410, “Reimbursement for Safety Footwear”. Reimbursement amounts are set by MMB and employees will be eligible for reimbursement every 24 months, following guidelines set out in MMB HR/LR #1410.

Senior management will be responsible for communicating to Business Services staff which employees will be submitting receipts for reimbursement.

Receipts for reimbursement must be signed by the employee’s supervisor prior to completing the reimbursement processing.

Part 4: Reimbursement Process

Staff required to wear safety footwear on the job and wishing to be reimbursed by the College must present their supervisor a signed receipt and reimbursement paperwork to the College’s Business Services office. Employees are responsible for maintaining records and dates of purchases.

Related Documents:



[MMB HR/LR Policy #1410](#) – Reimbursement for Safety Footwear

Adoption: 08/12/2024

Last Reviewed: 8/28/2025

Next Review Date: 08/01/2030

Cabinet Approved: 08/28/2025

Custodian of Policy: Chief Human Resources Officer

Procedure History:

Date and Subject of Revisions and Amendments

8/12/2025: Expanded the scope of the procedure to include other employees who should also wear safety footwear on the job.