

CITY OF ALPENA, MICHIGAN
STANDARD OPERATING POLICY

SUBJECT: Steel Toed Work Boot Reimbursement

SOP No.: 30

Date Issued: 9/09/99

Effective Date: 9/09/99

Copies to: City Council, Department Heads, Personnel Assistant, Part-Time Employees

PURPOSE:

The purpose of this policy is to establish guidelines for the reimbursement on the purchase (\$70.00 maximum limit) of steel toed work boots for employees who are not regular full-time employees.

STATEMENT OF POLICY:

It shall be the policy of the City of Alpena to reimburse an employee who is not a regular full-time employee subject to the following conditions.

1. The entire reimbursement policy is at the sole discretion of the City Manager.
2. The wearing of steel toed boots must be a requirement of the employee's assigned department.
3. Maximum amount to be reimbursed is \$70.00 every two years.
4. Employees must submit an original sales receipt (which states "steel toed") from their purchase.
5. The employee must **work** a minimum of 40 days prior to reimbursement from the City.
6. Reimbursement requests shall be approved by the Department Head or designee prior to being submitted to the City Clerk's office for payment.
7. Variances to the above policy may be granted by the City Manager due to extenuating or unusual circumstances.

Alan L Bakalarski, City Manager