Facilities Management Personnel (as described below) are required, as a condition of employment, to wear C.S.A approved safety wear according to the guidelines laid out below.

A. **GROUP I**

Grade I, exterior green patch.

**Affected Occupations:**
- Stationary Engineers
- Grounds workers
- Trades Personnel

- Stores personnel
- Trades Supervisors
- Facilities Development & Engineering staff (when at a construction site)

B. **GROUP II**

Grade II, exterior yellow patch.

For indoor footwear: Grade II, interior yellow patch

**Affected Occupations:**
- Indoor Footwear:
  - Caretakers
- Outdoor Footwear:
  - Arena Maintenance

**PROCEDURE FOR REIMBURSEMENT FOR CUPE MEMBERS:**

- **Annual safety shoe reimbursement:**
  All active CUPE 2361 non-probationary Regular Full-Time, Sessional and Part-Time employees are entitled to an annual safety shoe reimbursement. Payment is made in January of each year and is included on the employee’s regular direct deposit pay. For entitlement amounts please refer to Article 21 of the Collective Agreement between The University of Western Ontario and CUPE Local 2361.

- **Winter boot reimbursement:**
  Active CUPE 2361 non-probationary Regular Full-Time and Sessional Grounds employees are entitled to an annual winter boot reimbursement in the amount of $80.00. Original proof of purchase must be submitted to their immediate supervisor. The supervisor will then submit the paperwork to Facilities Management’s HR Administrator, who will process payment. Payment will be added to the employee’s regular direct deposit pay.
PROCEDURE FOR REIMBURSEMENT FOR IUOE MEMBERS:

- Annual safety shoe reimbursement:
  All active IUOE Local 772 Regular Full-Time employees are entitled to an annual safety shoe reimbursement. Payment is made in January of each year and is included on the employee’s regular direct deposit pay. Any new employees will be reimbursed for safety shoes on their first regular pay. For entitlement amounts please refer to Article 17 of the Collective Agreement between The University of Western Ontario and IUOE Local 772.

PROCEDURE FOR REIMBURSEMENT FOR UWOSA MEMBERS:

- Annual safety shoe reimbursement:
  Where a UWOSA employee is required by Western to wear safety footwear at work, employees are entitled to an annual safety shoe reimbursement. Payment is made in January of each year and is included on the employee’s regular direct deposit pay. For entitlement amounts please refer to Article 47.01 of the Collective Agreement between The University of Western Ontario and The University of Western Ontario Staff Association.

PROCEDURE FOR REIMBURSEMENT FOR PMA MEMBERS:

1. Employee will obtain a “Safety Shoe and Insole Reimbursement Form” from Human Resources; also available electronically at: http://www.uwo.ca/hr/form_doc/benefits/form/safety_shoes.pdf. See below.

2. Employee will fill out the form, have it signed by the immediate supervisor, then return it to Benefits, Human Resources, Room 5100, Support Services Building, with the receipt obtained upon purchase of the footwear.

3. The University of Western Ontario will provide a cheque, released to the employee for the reimbursement.
Safety Shoe and Insole Reimbursement Form

Requisitioner: Submit to supervisor for signature
- Retain a copy for your records
- Attach original receipt to the form
- Submit to: Human Resources, Rm S106, Support Services Building
- Inquires to: (519) 661-1194

REQUEST FOR REIMBURSEMENT
(PLEASE COMPLETE ALL SECTIONS OF THIS FORM)

LAST NAME ____________________________ FIRST NAME ____________________________

UWO EMPLOYEE NUMBER ____________________________

DEPARTMENT/ROOM #/BLDG. ____________________________

POSITION ____________________________

DID YOU PURCHASE SAFETY TOES? YES ☐ NO ☐

I hereby authorize that the above named employee qualifies for subsidy for CSA Approved Safety Shoes or other footwear under the provisions outlined in the Collective Agreement.

Supervisor (Please Print) ____________________________ Supervisor Signature ____________________________ Date ____________________________

Supervisor Telephone # ____________________________

CHECK THE APPROPRIATE

PMA
Yellow tag ☐
Green tag ☐
Reimburse for 1 year ☐
2 years ☐

Hospitality Services
Sectionally - Invoices ☐

Facilities Management
Grounds - Winter boot ☐

Graduate Teaching
Assistant - Initial pair ☐