



Safety Shoe Program and Acknowledgment Form

(Revised February 2024)

The College of the Holy Cross instituted a Safety Shoe Program in 1989 to ensure the safety of our eligible, regularly scheduled staff in Facilities and Dining Services to reduce the number of accidents attributable to foot-related injuries.

The College will provide a stipend annually¹ in February for the purchase of one pair of safety shoes, excluding open-toe and open-heel shoes, per fiscal year. The stipend will be included in the employee’s paycheck. Eligible employees will receive \$95.00 for steel toe and \$75.00 for slip-resistant safety shoes. Grounds, Trades, Custodial Utility Crew, and Motor Pool must wear high-cut steel toe shoes and are eligible for two (2) pairs per year. The cost of the shoes in excess of the College stipend is the responsibility of the employee.

All eligible regularly scheduled full and part-time hourly employees who work a minimum of 500 hours per year, in the following areas are required to wear American National Safety Standard Institute (ANSI) approved steel toe boots or slip-resistant safety shoes as a condition of employment:

Positions Eligible for Safety Shoe Stipends

Steel Toe Shoes

Stipend Amount: \$95.00

Environmental Services

Custodial Utility Crew (2 pairs high cut)

Working Foreperson

Custodian

Dining Services

Bakery

Chef

Cook

Storeroom

Culinary Utility

Grounds / Motor Pool (2 pairs high cut)

Power Plant

Trades (2 pairs high cut)

Physics

Machinist

Sr. Lab Specialist

Post Office

Clerk

Central Store

Hart Center Supervisors

Slip Resistant Shoes

Stipend Amount: \$75.00

Environmental Services

Housekeeper

Sacristan

Administrative Assistant

Dining Services

Culinary Assistant

Cashier

Barista

Banquet over 500 hours per year

Non-exempt Supervisor/Manager

Exempt Manager

¹ New hires will be provided the stipend upon hire. All employees will be provided with their annual safety shoe stipends in February. However, if a new hire begins work in February, they will only be entitled to the annual safety shoe stipend allotment. Employees who work in the Custodial Utility Crew, Grounds, the Motor Pool, and Trades will receive two stipends in February.



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Supervisors who manage on-call or per diem staff must notify Human Resources via email at hrbenefits@holycross.edu if they have an employee who will meet or exceed the annual 500 work hour requirement so the on-call or per diem employee can be issued a safety shoe stipend. New employees are required to have job-appropriate safety shoes within two weeks of hire.² Safety shoes should meet the American National Safety Standard Institute (ANSI) standards.

New hires separating from the College before completing their 90-day introductory period will be responsible for remitting the full cost of the shoes. This amount will be deducted from their final paycheck.

An employee who provides a doctor's note excusing them from wearing the required safety shoes must submit a new doctor's note annually recertifying their condition.

Employees without a doctor's note who do not wear the required safety shoes during normal work hours will be subject to the College's progressive discipline policy.

Acknowledgment Form

By signing below, I certify that I am an employee in a position eligible for a safety shoe stipend.

Employee Name: _____

Employee HC ID: _____

Position: _____

Date: _____

Please return this signed form to Benefits personnel in Human Resources located in Smith 101. You may also email the completed form to hrbenefits@holycross.edu.

² Employees only need to submit one Safety Shoe Acknowledgment form at the time of hire to receive a safety shoe stipend or stipends annually.