

2019 SAFETY SHOE REIMBURSEMENT

Safety Shoe Reimbursement

In accordance with Section G, 4.02 of the State Compensation Plan, when it is necessary for an employee to wear safety footwear as a part of their work duties, the Agency (WISDOT) will reimburse the employee up to **\$35.00 per calendar year**. Employees are eligible for only one (1) reimbursement per year.

The DOT will process reimbursements annually for safety footwear during the first and second pay period of January for current employees and the first pay period of July, only for those employees hired in the first 6 months of the calendar year.

The following is the process for obtaining the reimbursement:

Employee Responsibility:

- Complete form DT1700, sign, date, and submit to your immediate supervisor.
[Employee Foot Protection- DT 1700](#)
- DO NOT** submit an expense report for your safety shoe reimbursement

NOTE: A receipt is not required for claiming the safety shoe reimbursement.

Supervisor Responsibility:

- Verify that safety shoes are necessary to wear as part of the employees work duties
- Authorize reimbursement by signing and dating the completed Employee Foot Protection form
- Route a copy of the signed form to the employee and the employee's Payroll and Benefits Specialist.

Important

All reimbursement requests for calendar year of 2019 need to be submitted by Friday January 4th, 2019. Only employees hired on, or after January 4th, 2019 who are required to wear safety footwear, may submit their reimbursement request during the first pay period in July.

This memo does not apply to Troopers or Inspectors.

Should you have any questions, please contact your [Payroll and Benefits Specialist](#).