

Risk Management - Step for Safety Footwear Program Guide - Updated for FY 2025

The City of Baytown provides employees with assistance with purchasing department required safety footwear to promote a safe workplace.

Safety Footwear Assistance Program - \$125 Safety Footwear Assistance

The Safety Footwear Assistance Program will provide eligible employees up to \$125 for one pair of steel toed shoes/boots or leather/non-slip work shoes/boots each fiscal year.

NOTE: Employee is responsible for any amount over \$125 when purchasing safety footwear.

Eligibility Requirements

Employees must be in a full-time position that requires safety footwear at least 75% of the time in accordance with the City of Baytown Personal Protection Equipment Policy, their job duties, and their departmental safety footwear requirements.

Employees must also be employed in one of the following departments/divisions to qualify for footwear.

- Fire, Health, Municipal Court, Parks & Recreation, Planning & Development Services, Public Works & Engineering, Utility Billing, or Warehouse

Purchasing Procedures

The footwear MUST be purchased from one of the following locations:

Cavender's

Any location

Munro's Safety Apparel

Deer Park, Port Arthur, & Beaumont

Red Wing Shoes

Baytown, Beaumont, Houston, Humble, Katy, Pasadena, Pearland, & Tomball

To purchase from Cavender's or Red Wing Shoes

1. The supervisor requests a voucher from the Finance Department - Purchasing Division by emailing AllPurchasing@baytown.org and provides the employee's name, phone number, and email address.
2. The employee is sent the voucher via text/email.
3. Once the voucher is received, the employee may visit any store location to purchase footwear.

To purchase from Munro's Safety Apparel

1. The eligible employee goes to their preferred location and informs the store they are a City of Baytown employee and provides their ID to confirm they are on the approved list of employees.

Steps for Safety Footwear Program - Frequently Asked Questions

1. What will Step for Safety - Safety Footwear Assistance Program assist me with?

The program provides eligible employees assistance to purchase required safety footwear that meets the City of Baytown Personal Protection Equipment Policy and departmental safety footwear requirements. The shoes must be purchased from an approved vendor.

2. Will the City provide assistance with purchasing jackets or waders?

This program does not cover jackets or waders or allow payroll deductions on these items. Departments will provide required personal protective equipment outside of shoes at no cost to the employee.

3. How much will the program assist me with?

The program will allow eligible employees up to \$125 for one pair of steel toed shoes/boots or leather/non slip work shoes/boots once each fiscal year.

4. Why are there taxes on the safety footwear? Who pays the sales tax for safety footwear?

Because safety boots are allowed for personal use outside of work, sales tax is applied to the total purchase price. The City will pay sales tax if the total purchase price with sales tax is below \$125. Employees will still be required to pay anything over \$125.

5. Can I use payroll deduction to pay for anything over \$125 or to purchase additional pairs of safety footwear?

No, the City does not allow payroll deductions for safety footwear.

6. What if I purchase safety footwear somewhere else and want to be reimbursed?

The City does not reimburse employees for boots purchased outside of the approved process.

7. Can my supervisor buy my safety footwear with their P-card?

No, purchasing safety footwear with P-cards for employees is not an option.

8. Do departments need to track which employees are purchasing safety footwear?

No, departments do not need to track safety footwear purchases. The Finance Department, Purchasing Division track footwear purchases.

9. Who do I contact if I have additional questions regarding this program or have issues purchasing boots?

If you have questions or have any problems, you may contact:

Kenya Small
Purchasing Manager
Finance Department
281-420-6525
Kenya.Small@baytown.org

Ava Hudnall
Risk & Safety Coordinator
Human Resources
281-420-5846
Ava.Hudnall@baytown.org