



### **3-29 Staff Footwear Policy**

This policy applies to all full-time, part-time, volunteer, and seasonal recreation staff employees as well as volunteers who work for the district.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. However, that does not remove the expectation of the District that the employee must comply with the policy. Any exceptions to this policy shall be in writing and approved by the safety committee and executive director.

#### **Types of Footwear**

Definitions:

A “shoe” is an item of footwear intended to protect the human foot and provide stability to the employee. Shoes must be “closed toe”, cover the entire foot, and properly fitted. Bare feet, flip flops, clogs, sandals, and other similar open-toe footwear are not included in this definition.

As defined by this policy, shoes are required in the course of your daily job duties as well as during training activities or drills. They should be considered part of your uniform requirement.

#### ***Required Shoes as Footwear***

Areas where shoes will be required as footwear include the following job classifications and work areas:

- Administration\*
- Camp Counselors and Supervisors
- Recreation Program and Sports Instructors/Professionals, except Aquatics
- Van and Bus Drivers
- Food and Beverage Service Staff
- Golf
- Maintenance Staff\*\*
- Staff involved with lifting or transferring patrons
- Staff involved in loading or unloading wheelchairs from vehicles

\*Administration may wear shoes with heels, open toe, sandals, and clogs if they are not in areas that require protective footwear.

\*\*Maintenance tasks involving chemicals may require special footwear. In addition, some maintenance tasks may require steel toe shoes. An employee’s supervisor is authorized by this policy to require specific position to have special footwear requirements as called for by the position.



### ***Footwear for Aquatics***

Pool staff are only required to wear closed toe shoes when carrying heavy equipment or working with chemicals. Only the Pool Manager and Assistant Managers are allowed in

the chemical room. Anytime the appropriate staff has to enter the chemical room, for any reason, they must be wearing closed toe shoes.

**Note:** Medical reasons to waive these requirements must be supported by a doctor's certificate and presented to the Executive Director. A review of the doctor's documentation and determination of potential alternatives will then be considered.



**NOTICE OF RECREATION FOOTWEAR POLICY RECEIPT:**

This policy has been established to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees, volunteers, and participants. Your participation is essential to the success of our safety and health program and is a condition of your employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

*I have read, understand, and agree to comply with the established Recreation Staff Footwear Policy.*

**Print Your Name:** \_\_\_\_\_

**Your Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_