



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

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May 23, 2016

MEMORANDUM FOR Federal and State Supervisors, Program Managers, and Financial Personnel

FROM: Department of Military Affairs State Human Resources Office  
Department of Military Affairs State Budget and Finance Office

SUBJECT: Purchasing of Protective/Safety Equipment

1. The State of Wisconsin Compensation Plan, Section G - 4.00, addresses the employer's responsibility to furnish, and reimburse employee costs associated with safety equipment if, in the performance of assigned job duties, the equipment is required by the employer. These provisions are applicable to all state employees in the Department of Military Affairs (DMA) and deviations are strictly prohibited. This includes misapplying terms and exceeding reimbursement thresholds, regardless if more generous non-state regulations and funds exist.

2. This notice pertains to issues specific to interpretation and administration of 4.01 [Protective Clothing] and 4.02 [Protective Shoes] of the Compensation Plan. It does not apply to purchasing rules for employer required uniforms.

**4.01 Protective Clothing**

**"The employer shall furnish, at no cost to the employee, required protective clothing and equipment necessary for the performance of assigned duties. Such equipment shall be in accordance with the standards established by regulating agencies."**

- Clothing for exposure to cold weather is not protective clothing allowable for reimbursement or furnishing to state employees. This includes coats, bibs/coveralls, hats, gloves, etc.
- Examples of allowable protective clothing include hard hats, chemical resistant clothing, high-visibility safety vests, welding gloves, etc.
- Protective clothing items must be standardized and identified as Personal Protective Equipment (PPE) by a regulating agency such as OSHA.
- Managers are encouraged to contact DMA Risk Management at (608) 242-3157 with questions prior to furnishing an item if uncertainty exists.

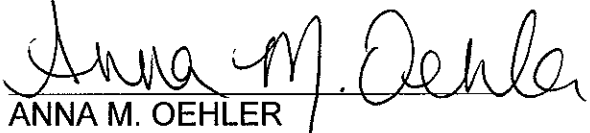
- USPFO and NGB indicate that purchasing clothing items, not considered PPE, and embroidered as company property, is not allowed unless specifically provided for in an appendix (e.g., Youth Services Appendix). Program managers are required to contact funding authorities with questions.

#### **4.02 Protective Shoes**

**"If the employer requires the purchase of safety shoes necessary in the performance of assigned duties, the employer shall pay an allowance of \$30.00 per year as an expense check payable the first pay period of January or July of each calendar year. Employees hired after July 1 will not be eligible for reimbursement in the year of hire."**

- The \$30.00 per year allowance shall be paid if the employer requires the purchase for performance of assigned duties regardless if the employee buys a new pair of protective shoes that year. The yearly allowance is intended to assist an employee with the cost over the life of the shoe.
- The employer is not authorized to furnish protective shoes, rather only provide an allowance not to exceed \$30.00 per year.

  
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Director, State Human Resources

  
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