

JUDITH H. TONEY
Human Resource Director



DEBRA CONNER
Human Resource Executive

**RUTHERFORD COUNTY
OFFICE OF HUMAN RESOURCES**

July 2, 2012

To: James Kilgo, Solid Waste Director
Paula Roach, Finance Director
Chris Roberts, Deputy Finance Director

From: Judith H. Toney, Human Resources Director

PERSONAL PROTECTIVE EQUIPMENT POLICY:

Safety is the first priority with Rutherford County. Recognizing that and in conjunction with the passage of state regulations, Rutherford County will require employees whose jobs require them to be in the Landfill or Transfer Station to wear appropriate safety clothing and footwear during work. Rutherford County will provide hard hats to each employee affected at no cost to the employee.

The employee will wear the hard hat in all required areas. If an employee damages their hard hat or loses it, the employee will be responsible to pay to replace the item lost. Failure to wear the hard hat or safety clothing during working hours, in designated areas, will result in disciplinary action.

Rutherford County will purchase the initial pair of safety shoes for each new employee in an amount not to exceed \$160.00. Shoes will have steel toes and steel shanks and must be professionally fitted. On the anniversary date of the hire of the employee, the employee will be given a credit of \$125.00 to purchase replacement safety shoes.

Request for reimbursement requires the employee to submit a receipt to the Solid Waste Director. Approved expenses will be forwarded to the Finance Director for processing payment to the employee. Employees will be eligible for reimbursement once per rolling calendar year. For example, if an employee purchases boots on 2/2/12, they will not be eligible to purchase again until 2/2/13. If the employee has to purchase boots before the year has expired, they must keep their receipt and wait until one year has expired to submit the receipt for reimbursement. **Reimbursements will not be paid without a valid receipt showing purchase price and date.**

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Employees will be provided with safety vests, safety glasses, and gloves at no cost to the employee. Replacements will be provided within the following schedules:

VESTS	Every year
GLASSES	Every 30 days
GLOVES	Every 30 days

Replacements necessary before that time will be provided on a case by case basis and safety items that are lost or damaged by the employee will be replaced at a cost to the employee.

Employees will not be permitted to work without required safety equipment and clothing. Failure to do so will result in disciplinary action consistent with the Rutherford County Personnel Policies.

Thank you for your assistance.

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RUTHERFORD COUNTY SOLID WASTE DEPARTMENT- Personal Protective Equipment Policy

I _____ (name) certify by my signature that I have been given a copy of Personal Protective Equipment Policy. I have read the policy, it has been explained to me and I have had the opportunity to ask questions regarding this policy. I understand that my signature indicates that I am held responsible for the information, procedures and regulations contained within the policy. If it is found that I have violated the policy I can receive disciplinary action according to the terms of the Rutherford County Policies.

Employee's Signature/Printed Name/Date

Solid Waste Director's Signature/Printed Name/Date