



To request a reimbursement for safety shoes per the [CBE and CUPE Collective Agreement](#).

Procedure

1. As per the Collective Agreement:
 - a | 26.02.1 Employees required to wear CSA certified Safety Footwear shall be entitled to an allowance of one hundred percent (100%) towards the cost of one pair of such footwear every year to a maximum of \$150.00. (refers to Custodial Staff)
 - b | 26.02.2 Employees required to wear CSA certified Class 1 safety footwear shall be entitled to an allowance of one hundred percent (100%) towards the cost of one pair of such footwear every year.
2. After your purchase, submit the original receipt and this completed form to:
 - a | For Custodial staff – Facility Operations, Highfield
 - b | For CUPE Maintenance staff – Financial Services, Highfield.
 - c | For Distribution Services staff – Distribution Services, Highfield.
3. Your receipt must state “Safety Shoe purchase”. Regular shoe purchases will not be reimbursed.
4. Make a photocopy of the receipt and this form for your records.
5. Send this request by interschool mail to your appropriate approver. Do not use fax or email.
6. Payment will be reimbursed under “BOT” on your paycheque.

Employee Name: _____

Employee ID #: _____

Employee School/Site: _____

Amount of Receipt: \$ _____ **Date on Receipt (YYYY/MM/DD):** _____

Date of Last Purchase (YYYY/MM): _____

Employee Signature: _____ **Date:** _____
(YYYY/MM/DD)

For Office Use Only
<p>Date Request Entered in PS: _____ (YYYY/MM/DD)</p> <p>Processed By: _____</p>

Personal information is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*. This information will be used to make reimbursement to the employee for the cost of safety shoes as per the Collective Agreement. It will be treated in accordance with the privacy protection provisions of the *FOIP Act*. If you have any questions about the collection or its intended use, contact Financial Services, Calgary Board of Education, Highfield, 3610 – 9 Street S.E., phone 403-817-6338.