

2024 Red Wing Shoe Program & Truck Schedule

Truck Schedule

In the event of inclement weather, please be aware the Red Wing shoe truck may not be on site.

DATE	TIME & LOCATION		
Wednesday, January 3*	7:00-8:00 AM NEW EMPLOYEES FM Alderman behind Skipwith Hall	8:00 AM-12:00 PM ALL EMPLOYEES FM Alderman behind Skipwith Hall	12:30 PM-3:00 PM ALL EMPLOYEES Hospital Multi-Story Loading Dock
Wednesday, January 17*			
Tuesday, January 30			
Tuesday, February 13			
Tuesday, February 27			
Tuesday, March 12			
Tuesday, March 26			
Tuesday, April 9			
Tuesday, April 23			
Tuesday, May 7			
Tuesday, May 21			
Tuesday, June 4			
Tuesday, June 18			
Tuesday, July 2			
Tuesday, July 16			
Tuesday, July 30			
Tuesday, August 13			
Tuesday, August 27			
Tuesday, September 10			
Tuesday, September 24			
Tuesday, October 8			
Tuesday, October 22			
Wednesday, November 6*			
Tuesday, November 19			
Tuesday, December 3			
Tuesday, December 17			

* Indicates adjustment for UVA holiday or closure

See the following pages for detailed information on the program >>>

Purpose & General Information

- The purpose of this document is to establish a uniform process of determining UVA Facilities Management employees' eligibility for safety shoes and/or winter boots and a standard procedure for distributing these shoes and boots.
- Facilities Management Occupational Health and Safety (FM-OHS) is responsible for managing the safety shoe program and helping supervisors determine their employees' eligibility.
- Facilities Management provides a set allowance for a pair of safety shoes and/or winter boots from Red Wing. Any cost above the set allowance (such as an upgraded shoe) is the responsibility of the employee. Accessories are the responsibility of the employee.

1. Applicability

UVA Facilities Management's Safety Shoe Program applies to all UVA FM employees required to wear safety shoes to complete their job responsibilities.

Winter boots are available October 1-April 30 for **designated UVA employees** that must work snow/inclement weather duty. Supervisors are responsible **updating their employee's event status via Workday**.

2. Procedural Steps

FM no longer refers to shoe issue date to determine eligibility. FM has found that the shoe life varies among FM trades and departments. To better serve those that need shoes more often or less frequently, employees & supervisors must request replacement shoes via the online request form no later than 7 days before the scheduled shoe truck visit. It is the supervisor's responsibility to keep their employees in compliance with their safety shoes and other PPE. Eligible employees will use their UVA ID badge and Red Wing voucher to pick up shoes at the truck.

- 1) **Requesting Safety Shoes:** The supervisor or the employee must submit their request via the **online portal** located on the FM-OHS Programs Page under the Red Wing Shoe Program.
 - **Requests submitted by the supervisor** will go directly to OHS for review.
 - **Requests submitted by the employee** will go to the supervisor for review and approval before coming to OHS.
 - Requests needing supervisor approval arrive via email with the subject line "ACTION NEEDED: Safety Shoe Request from <Employee Name>".
 - i. During review, supervisors may reject the request back to the employee for additional information. The employee can then update or cancel their request.
 - ii. If approved by the supervisor, the request continues to OHS for review.
 - Requests must be received at least 7 days before the scheduled shoe truck. Requests made after this date may be required to wait until the following truck. *Requests sent via email will not be processed.*
- 2) **Distribution of Vouchers** – Once eligibility is confirmed via email by FM-OHS:
 - a) An existing employee will receive an email from **no-reply@redwingbusinessadvantageaccount.com** and/or text message from (651) 371-7971 containing a link to their shoe voucher. (Examples on following pages.)

- b) Supervisors of new employees will receive the employee's voucher once the supervisor has completed the OHS portion of the FM Onboarding questionnaire.

3) Distribution of Safety Shoes

- a) Employees can pick up safety shoes at the Red Wing Shoe Truck, scheduled to be at FM and HSPP every two weeks, coinciding with New Employee Safety Training (NEST).
- b) All eligible employees must have a valid UVA ID badge and their voucher when visiting the shoe truck and must pick up their own shoes.
- c) An employee cannot send another person in their place to pick up shoes.
- d) If an employee fails to pick up shoes at the scheduled shoe truck, his/her voucher will remain valid for approximately 90 days, allowing the employee to pick up safety shoes at future trucks.
- e) Employees whose vouchers are expired by more than 30 days must re-submit a request to obtain a current voucher.

3. Warranty Returns & Exchanges

- **Red Wing Guarantee Overall:** Red Wing represents four brands, Red Wing, Worx, Irish Setter and Vasque. The Red Wing brand is covered for 6 months. In months 6-12, a 50-100% credit can be issued. The Worx and Irish Setter brands have a 6-month warranty against any defects in workmanship and materials. The waterproof warranty is the same provided the product is properly maintained. If any defects occur in this time frame as a result of normal use, Red Wing will repair, replace, or issue a credit for the footwear. The footwear is not covered against excessive or abusive wear conditions.
- **30-Day Comfort Fit Guarantee:** If for any reason the shoes are not comfortable, Red Wing Charlottesville will replace them.
- **Warranty Personal Service:** Red Wing Charlottesville will address any issues with the warranty on a case-by-case basis. Red Wing will help you get maximum wear out your footwear, and make sure that you are happy with the performance.

4. Resources

- a) All Safety Shoe/PPE information can be found on the FM-OHS website:
<https://www.fm.virginia.edu/depts/ohs/faqs.html#ppe>
- b) Email any questions/inquiries on PPE, training, or workplace safety to FM-OHS at FM-OHS@virginia.edu.
- c) If you're having issues with Red Wing, your shoes, or your order, please fill out the shoe comment form: <https://at.virginia.edu/X5GI0g>
- d) Red Wing Guarantee & Service:
<https://redwingcharlottesville.com/about-red-wing-shoes/service-program>

APPENDIX: EXAMPLES OF VOUCHER/NOTIFICATION:

University of Virginia Physical Plant

PPE Voucher

ACCOUNT NUMBER: 160904

EMPLOYEE NAME:
Bernie the Bee

INITIAL VALUE:
\$135.00

VOUCHER CODE:
0ebc3e4b

VOUCHER NOTES:

VALID:
07/17/2023 - 10/16/2023

How to use your PPE voucher:

Your company partners with Red Wing to make sure you have access to world-class PPE. It's easy to shop and find exactly what you need.



Shop in store, find your nearest retailer:
<https://redwingsafety.com/storelocator>

Contact Customer Support
(Monday - Friday 8am-6pm CST):

☎ 1-800-239-1064
✉ support@redwingbusinessadvantage.com

Program Summary

Program Name: Building Services Best Slip Resistance	
Accessories Allowed on Subsidy:	Location:
Yes	CC0545
Accessories Allowed on Payroll Deduct:	Employee ID:
No	FM-OHS
Program Type:	Purchase Order:
Subsidy	0070556
Payroll Deduct:	Authorizer / Manager:
N/A	Supervisor Name
Voucher Type:	
Single	
Tax Method:	
Subsidy Taxed/Tax Exempt	

