

## 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		
Tuesday, June 8, 2021	<b>7:00-7:30 AM</b> NEW EMPLOYEES FM Alderman behind Skipwith Hall	<b>7:30 AM-12:00 PM</b> ALL EMPLOYEES FM Alderman behind Skipwith Hall	<b>12:30 PM-3:00 PM</b> ALL EMPLOYEES Hospital Multi-Story Loading Dock
Tuesday, June 22, 2021			
Tuesday, July 6, 2021			
Tuesday, July 20, 2021			
Tuesday, August 3, 2021			
Tuesday, August 17, 2021			
Tuesday, August 31, 2021			
Tuesday, September 14, 2021			
Tuesday, September 28, 2021			
Tuesday, October 12, 2021			
Tuesday, October 26, 2021			
Tuesday, November 9, 2021			
Tuesday, November 23, 2021			
Tuesday, December 7, 2021			
Tuesday, December 21, 2021			

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

1.

**Modifications to the 2021 schedule due to COVID-19:**

- FM employees can visit the shoe truck **by appointment ONLY**. You will receive the link to sign up for a time when our shoe request is sent to Red Wing.
- **Only one FM employee** at a time is allowed on the truck.
- **Face covers are required at all times on the shoe truck** and must cover your nose and mouth, regardless of vaccination status.

Current shoe vouchers can be used at the Red Wing store at Pantops, which remains open their regular hours. Red Wing also has a record of shoes purchased previously. If your employees are practicing social distancing and would prefer to reorder a pair of shoes, the store can be contacted with a current voucher number at (434) 529-6761. Red Wing Charlottesville can also ship shoes directly to employees' homes.

### 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 a standard procedure for distributing these shoes.
- Facilities Management Occupational Health and Safety (FM-OHS) is the only group responsible for managing the safety shoe program and determining eligibility.
- Facilities Management provides a set allowance for a pair of safety shoes 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.

### 2. Applicability

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

### 3. 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 ensure their employees are 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.
  - 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 amend 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](mailto:no-reply@redwingbusinessadvantageaccount.com) and/or text message from (651) 371-7971 containing a link to their shoe voucher. (Examples on following page.)
  - b) New employees will receive a paper voucher at their New Employee Safety Training (NEST) class during onboarding.
- 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. (An employee cannot send another person in their place to pick up shoes.)
  - c) 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.

### 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](mailto:FM-OHS@virginia.edu).
- c) Red Wing Guarantee & Service:  
[https://www.fm.virginia.edu/docs/ohs/RedWingShoeProgram\\_GuaranteeService.pdf](https://www.fm.virginia.edu/docs/ohs/RedWingShoeProgram_GuaranteeService.pdf)

**APPENDIX: EXAMPLES OF VOUCHER/NOTIFICATION:**



University of Virginia Physical Plant

## VOUCHER



Initial Value: <h3 style="color: red;">\$125.00</h3>	Employee First Name: Bernie the Employee Last Name: Bee	Voucher Code: <div style="border: 1px solid black; padding: 2px; display: inline-block; color: red; font-weight: bold;">5a17f1be</div> Valid: 10/27/2019 - 01/26/2020
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Voucher Notes:

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Account Name: University of Virginia Physical Plant      Account Number: 160904

**PROGRAM SUMMARY**

Program Name: Building Services Best Slip Resistance	Program Type: Subsidy	Tax Method: Subsidy Taxed
Payroll Deduct: N/A	Accessories Allowed on Subsidy: Yes	Accessories Allowed on Payroll Deduct: No

Purchase Order: 2184275	Authorizer / Manager: Dean, Trey	
Location: 20143	Employee ID: FM-OHS	Subtotal: _____
Style: _____ Size: ____ Width: ____ Price: _____		Tax: _____
Style: _____ Size: ____ Width: ____ Price: _____		Total: _____
Sale Date: _____ Store Transaction #: _____		Subsidy: _____
		Payroll: _____
		Customer Paid: _____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, employee certifies they have received the approved footwear and that any balance that exceeds the subsidy is their responsibility.

Red Wing for Business  
Support: 1-800-239-1044

