



Buffalo County Resolution

Drafted By:
Ana Rolbiecki

County Department:
Administration

Presented Month/Year:
May 2026

Involved Committees:
Finance / Human Resources

RESOLUTION #26-06-06

A RESOLUTION TO ADOPT PERSONNEL POLICY 514 – SAFETY EQUIPMENT / UNIFORMS

WHEREAS, Buffalo County maintains an Employee Handbook that outlines personnel policies governing employee safety, equipment, and uniforms; and

WHEREAS, it is the responsibility of the County to ensure that employment policies remain current, clearly defined, equitable, and aligned with generally accepted public sector employment practices; and

WHEREAS, the Finance / Human Resources Committee recommends adoption of a new Policy 514 – Safety Equipment / Uniforms to consolidate safety equipment requirements that were previously included in Policy 601 – Workplace Safety; and

WHEREAS, the newly created Policy 514 includes provisions addressing protective footwear requirements for Highway Department employees, consistent with safety practices commonly implemented by counties and other similar employers; and

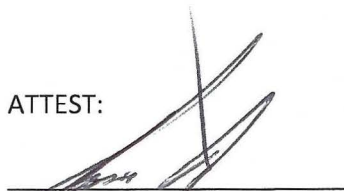
WHEREAS, the policy provides for reimbursement of required protective footwear, supporting employee safety while ensuring the requirement is implemented in an equitable and reasonable manner; and

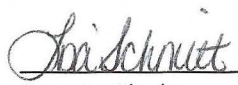
NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby adopts Policy 514 – “Safety Equipment / Uniforms” as part of the Buffalo County Employee Handbook, as set forth in Appendix A; and

BE IT FURTHER RESOLVED, that Policy 514 shall take effect upon adoption of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 22nd day of June, 2026.

ATTEST:


County Board Chairperson


County Clerk



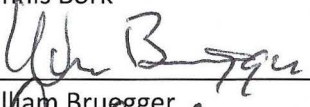
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Respectfully Submitted:

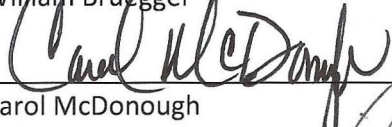
Finance / Human Resources Committee:



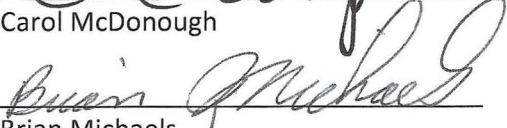
Dennis Bork



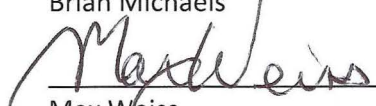
William Bruegger



Carol McDonough



Brian Michaels



Max Weiss



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Exhibit A:

POLICY 514 – SAFETY EQUIPMENT / UNIFORMS

Purpose: To ensure employees are provided and wear safety equipment that provides the necessary protection required of the job to which they are assigned.

Scope: This policy applies to County employees whose job descriptions require the use of safety equipment or specialized footwear.

Policy:

- The County shall furnish or provide reimbursement for required safety equipment necessary for employees to safely perform their assigned duties, as approved by the Department Manager.
- Employees are required to wear and properly use all safety equipment required for their position.
- Employees must comply with all applicable safety laws, codes, regulations, and departmental safety requirements.

Safety Glasses:

- Employees who are in a position or performing job duties that may involve tasks where the employee's eyes are exposed to potential injury from foreign objects must wear safety glasses.
- The County will provide non-prescription safety glasses and side shields as required.
- The County shall pay up to \$100 toward the purchase of prescription safety glasses with permanently attached, non-removable side safety shields every two (2) years.
- Any cost exceeding \$100 shall be the responsibility of the employee.
- Employees must utilize the County's preferred provider for prescription safety glasses.

Protective Footwear:

- Employees whose job descriptions require protective footwear shall wear safety-toe boots that meet applicable OSHA standards (29 C.F.R. § 1910.136).
- Highway employees protective footwear shall be a minimum 5" boot height. Specifically, the footwear must meet current ASTM standards with minimum ratings of I/75 and C/75.
- The decision whether to include the wearing of protective footwear as a requirement of a particular position's job description shall be determined by the Department Head and approved by the County Administrator.
- The County shall reimburse eligible employees up to \$150 per twelve (12)-month period toward the purchase of required safety-toe boots. Reimbursement shall not be provided more than once within any rolling twelve (12)-month period.
- Newly hired employees may purchase required safety footwear at the start of employment. Reimbursement for such purchase shall be available after the employee has successfully completed three (3) months of employment. Reimbursement shall not be provided more than once within any rolling twelve (12)-month period.
- Seasonal Limited Term Employees are not eligible for the reimbursement.
- Any cost exceeding \$150 shall be the responsibility of the employee.
- To receive reimbursement, employees must complete the Protective Footwear Reimbursement Form, which may be requested from the Highway Office. Proof of purchase clearly identifying the footwear must be attached. Receipts must be dated within the twelve (12) months immediately



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preceding the reimbursement request. Reimbursement shall be made upon submission of proof of purchase in accordance with County reimbursement procedures.

- Protective footwear purchased with County reimbursement shall remain the property of the employee, but must be maintained in safe, serviceable condition and worn when required during working hours.

Uniforms and Additional Equipment:

- Departments may establish additional uniform or safety equipment requirements necessary for employee safety, identification, or operational needs, subject to approval by the County Administrator or designee.

Not part of policy:

*Protective footwear will be added to the following job descriptions:

Highway Commissioner, Patrol Superintendent, County Operations Supervisor, Shop Foreman, Mechanic, Highway Foreman, Signman, Heavy Equipment Operator, Hwy Mtce Worker/Equip Op