



## **Boot Allowance Policy**

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### **Agency Contact**

Safety Officer

### **Purpose**

It is recognized that some Idaho Department of Lands (IDL) employees are required to engage in job duties in the field with varied geographic and weather conditions. To help ensure appropriate protection, this policy establishes a boot allowance for specific positions to assist with the cost of purchasing or rebuilding boots.

### **Applicability**

This policy applies to IDL employees whose job duties require them to spend at least 20% of their time working in potentially hazardous conditions. This policy also assigns responsibilities to immediate supervisors, Area Managers, and Bureau Chiefs.

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# 1. Associated Policies

- A. Fire Management Handbook 833: Personal Protective Equipment Requirements

## 2. Definitions

**Fiscal Year:** July 1 to June 30.

## 3. Policy

### A. Employee Eligibility

1. IDL will provide a boot allowance for employees whose job duties require them to spend at least 20% of their time working in potentially hazardous conditions, such as, but not limited to, rough terrain, wet and icy conditions, debris strewn forests, active logging operations, active fire incidents, active mining operations, and prescribed burning. The intent is to assist employees with purchasing quality, appropriate boots or rebuilding currently owned boots.
2. Eligible employees will be reimbursed up to \$500, excluding sales tax, every other fiscal year for qualifying boots. The employee is responsible for paying sales tax and any amount over \$500.
  - a. **Seasonal Employees:** Eligible seasonal employees may receive the boot allowance during their first season of employment with IDL. Returning seasonal employees may be eligible for the boot allowance every other fiscal year.
  - b. **Permanent Employees:** Eligible permanent employees may receive a boot allowance every other fiscal year. If the allowance is unused, it will be available until used. Once the boot allowance is used, the two-year cycle starts over at the beginning of the next fiscal year.

### B. Boot Requirements

1. Boots purchased or rebuilt with this allowance must be approved by a supervisor and meet the following standards:
  - a. Minimum 8 inches high, lace-type leather work boot with Vibram-type sole.
  - b. Insulated boots and caulk boots are acceptable.
2. The purpose of this policy is to assist field going IDL employees in purchasing or rebuilding the necessary footwear for completing their job duties in hazardous terrain and conditions. As such, footwear not eligible under this allowance includes dress shoes, dress boots, sandals, athletic shoes, or similar recreational footwear. If unsure whether a selection meets the requirements, ask your supervisor.

### C. Funding

1. Authority and responsibility are delegated to Area Managers and Bureau Chiefs to administer compliance with the intent of this program and to maintain fiscal responsibility.

2. Boot allowance reimbursements are funded by the program operating expense budget.
3. P-Cards may not be used for purchasing or rebuilding boots.

## 4. Procedures

Located on SharePoint's Policies page:

- A. **Boot Allowance Procedure (document #362-P1)**. Failure to follow the procedure may result in a denial of reimbursement.

## 5. Exception Authorization

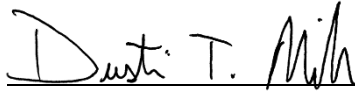
None

## 6. Revision History

04/01/2024    New department policy.

## 7. Implementation

This policy is effective immediately and will remain in effect for five years unless amended, replaced, or rescinded prior to expiration.



DUSTIN T. MILLER  
Director

April 15, 2024

Date