



February 22, 2005

ALL EMPLOYEES
BAY-VALLEY PERFORMANCE CLUSTER

SUBJECT: Proper Footwear

The Bay-Valley Performance Cluster is committed to providing a safe and healthful working environment. Whether employees walk many miles on a route or handle mail on the workroom floor, wearing good shoes is important.

All postal employees should take special care in the selection of shoes. In addition, management must ensure that proper footwear is worn in the workplace. Proper footwear is shoes that are fully enclosed at the heel, toe, and sides; constructed of leather or substantial synthetic leather-like material and provide adequate protection to the feet. The approved footwear for uniform program employees must have an SR/USA label (see ELM 939 for exceptions).

Shoes should be equipped with heels no higher than 1 ½ inches (measured from the back) to prevent leg muscle strain. An exception may be warranted when special shoes are required for orthopedic reasons. Soles of shoes should not be excessively thin, either by design or from excessive wear. The thinner the sole is by design, the harder the composition of the sole should be.

Heels and soles of all shoes should be slip-resistant. Heels with steel taps must not be allowed on the workroom floor. Sandals, clogs, platforms, sneakers, athletic or jogging shoes without leather or leather-like uppers, mules, house slippers, boots with under-slung heels, open-toed, high-heeled (more than 1 ½ inches), and spike-heeled or Z-Coil shoes are unacceptable for use in postal operations.

Employees wearing unacceptable footwear must be advised of postal policy on shoes and prohibited from wearing such footwear in work areas. The responsibility for determining whether a particular style of shoe is acceptable footwear on the workroom floor properly belongs to the supervisors having jurisdiction over the work location.

[Signed]
Kim R. Fernandez
District Manager