

Omaha Track Boot Allowance Program

omahatrack.workboots.com

- Employees receive an annual **\$200 allowance** to purchase approved safety footwear.
- **New hires** become eligible for the boot program after **90 days of employment**.
- If a new hire is required to purchase safety footwear **before completing 90 days of employment**, they may submit a receipt for reimbursement after reaching their 90-day anniversary. Reimbursement will be limited to **\$200** and will reduce the amount of the employee's initial boot store allowance by the reimbursed amount. For example, if an employee is reimbursed \$150, their initial boot store allowance will be \$50.
- Once eligible, new hires will receive an email from noreply@workboots.com notifying them that their account is ready.
- To access the boot program for the first time, employees must:
 - Go to the company boot store link.
 - Select "**Forgot Password.**"
 - Enter the personal email address on file with Human Resources.
 - Follow the instructions sent to their email to create or reset their password and access their account.
 - *Note: This process will not work until the employee has completed 90 days of employment.*
- **Existing eligible employees** will receive their annual \$200 boot allowance on **January 1** of each year. Employees will receive an email from noreply@workboots.com when their annual allowance has been credited to their account.
- **New hires who become eligible after January 1** will receive their initial allowance after completing 90 days of employment, less any reimbursement previously paid for qualifying safety footwear purchases. Thereafter, they will receive the full annual \$200 allowance each January 1, provided they remain eligible.
- Boots purchased through the boot allowance must be ordered from the company-approved vendor website.
- Only company-approved safety footwear is available through the website.
- Employees are responsible for selecting footwear that meets the company's safety requirements for their position and work location.
- Any cost exceeding the annual \$200 allowance is the employee's responsibility and must be paid at the time of purchase.
- Additional costs above the allowance may **not** be charged to a company credit card.
- The annual allowance does **not** carry over to the following calendar year. Any unused balance will be forfeited on December 31.

**For questions or assistance please contact Madison Bonin
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