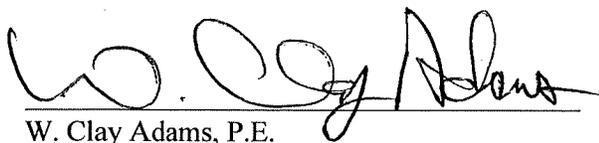


The KDOT Personal Protective Equipment (PPE) program was set up as a reimbursement program to provide eligible Field Operations employees approved PPE items. Depending on the position of the employee, the employee may receive up to a maximum of \$400 per fiscal year for approved PPE items. The following information does not change the maximum amount allotted for an employee by the policy or the current PPE Program reimbursement process for those not requiring the Hardship Case.

At times, KDOT employees may not be able to afford needed PPE items due to various life situations. Those situations prompted KDOT Division of Field Operations to enact a PPE hardship request to provide needed PPE items for employees to do their job. The below are instructions for PPE Hardship Cases.

Hardship Cases: Employees faced with a hardship in purchasing required PPE to perform their job duties should write a short description of the hardship and describe the item they wish to purchase. If the Hardship is due to a Medical issue; do not provide specific details of the situation. Field employees should submit their request through their Area. The Area will pass the request on to the District for the approval of the Senior Manager/District Engineer. Bureau employees **will** submit their request through their Bureau Chief. An e-mail including the employee's name and the Senior Manager/District Engineers approval shall then be sent to the Accounting Manager in the Bureau of Fiscal Services General Accounting Section and to the Assistant to the Director of Field Operations noting a request for a "Hardship Case" purchase. Once the approvals are captured, the employee should make their purchase thru a vendor that will accept a Purchase Order (PO). If there is not a local vendor that will accept PO's; the purchase may be made with the Business Procurement Card.

PPE Items that are stocked in the stock room are not eligible to be purchased thru the Hardship program. Purchasing multiple identical items is not allowed when requesting a Hardship Case. Hi Visibility ANSI shirts are not eligible for the Hardship program due to KDOT providing Safety Vests. Examples of items that may be approved would be; policy appropriate work boots, insulated coveralls, insulated bib overalls, ANSI cold weather jackets, and ANSI rain suits.



W. Clay Adams, P.E.
Director of Field Operations

12-6-2022
Date