Shoe Cover Request Form

Name (print): Karlesta _____ Mays
First **Middle Initial** **Last**

Supervisor's Name: Miguel C **Date:** 8-22-16

Slip Resistant Shoe Cover Guidelines:
As an employee of CMG, working onsite at Supermom's, you are required to have slip resistant shoes/covers. As your employer, we are providing you with Slip Resistant Shoe Covers. These covers are to be worn at all times while on the bakery/commissary floor. Slip resistant shoe covers are considered to be CMG company property and should not leave the Supermom's facility and should be kept in your assigned locker when not in use.

IMPORTANT: If you lose your slip resistant shoe covers you will be charged a $15.00 replacement Fee. If your assignment ends, you must return your shoe covers to CMG within 24 hours or a $15.00 fee (the cost of the shoe covers) will be deducted from your final paycheck. There are NO Refunds for shoe covers returned after receiving your final paycheck.

1. **Slip Resistant Shoe Covers are not to leave the Supermom's facility.**
2. **Slip Resistant Shoe Covers must be stored in lockers.**
3. You must return the shoe covers if you purchase your own slip resistant shoes.
4. Slip Resistant shoe covers must be kept clean.

I have read and understand the Slip Resistant Shoe Cover Guidelines listed above.

Signature Karlesta Mays Date 8/22/16