

EYE TESTS FOR STAFF

Section	People and Organisation Development		
Approval Date	25.08.2012	Approved by	Executive Team
Next Review	23.03.2025	Responsibility	Manager - People and Organisation Development
Last Reviewed	23.03.2022	Key Evaluation Question	6

PURPOSE

To encourage employees who work at computer workstations to undergo annual eye tests and to receive eye care as necessary.

SCOPE

This benefit is available to NMIT employees by way of a contribution towards their eye care.

Excludes those who are engaged on a contract of service basis.

Approval for payment will be made to the employee's nominated optician for the total amount available to be used for the employee. Employees may use all or part of the NMIT contribution

This is the minimum benefit and may be different if covered in any current collective agreements with NMIT.

POLICY

Employees may request approval for a maximum of \$200 (gst inclusive) per annum towards their eye care to be paid to their nominated optician annually (one year from the date of their last claim).

Employees should request approval prior to committing to purchase of services from their optician.

	PROCEDURE	Responsibility
1	Choose your optometrist and make an appointment. Allow time for approval from POD. Follow instructions on Polly: https://polly.nmit.ac.nz/how-tos/knowledgebase/pod/recognition-and-wellbeing/eye-exam-for-team-nmit Take NMIT approval to your optician appointment so NMIT can be invoiced for its portion of the cost. Employees may retrospectively submit an Expenses Claim form for approval for this benefit.	Employee
2	Check the eligibility of the employee for reimbursement.	POD
3	Specsavers Corporate request -Approve/ Decline Specsavers online request Optometrist (other than Specsavers) - Create Purchase Order number for \$200 contribution towards the staff members total spend with the optometrist (other than Specsavers) and confirm approval with employee.	POD
4	Prepare invoice to include Purchase order number and send to Finance for payment.	Optometrist

5	Process purchase orders created by POD	Finance
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REFERENCES

INTERNAL

Expenses Claim form - <https://polly.nmit.ac.nz/how-tos/knowledgebase/corporate/purchasing/claim-an-expense>

Annual Eye Exams - <https://polly.nmit.ac.nz/how-tos/knowledgebase/pod/recognition-and-wellbeing/eye-exam-for-team-nmit>