EYE TESTS FOR TEAM MEMBERS

Section	People and Organisation Development		
Approval Date	25.08.2012	**Approved by**	Directorate
Next Review	03.03.2018	**Responsibility**	People and Organisation Development Manager
Last Reviewed	03.03.2017	**Key Evaluation Question**	6

PURPOSE

To encourage team members who work at computer screens to receive any required optical correction.

SCOPE

NMIT team members who spend more than 20 per cent of their time working at computer screens.

POLICY

Full-time team members who spend more than 20 per cent of their time working at computer screens are eligible for the cost of an **annual eye test** to be reimbursed by NMIT.

Full-time team members who spend more than 50 per cent of their time working at computer screens and who, due to this work, require corrective lenses are also eligible for reimbursement of the cost of the **lenses**, to a maximum of $135* (exc GST) for the corrective lenses.

Part-time and proportional team members may be eligible for pro-rata reimbursement based on the same criteria at the discretion of, and on application from, their immediate manager.

PROCEDURE

	Action	Responsibility
1	Request an eye test from People and Organisation Development (POD).	Team Member
2	Check the eligibility of the employee for reimbursement and generate a purchase order for an eye test to an optometrist of the employee's choice.	POD
3	Create a *VDU Exam letter* (which includes a *Visual Examination Record for VDU operators)* referencing the Purchase Order number, to the optometrist and give the letter to the employee.	POD
4	Send the invoice and a copy of the completed *Visual Examination Record* to POD.	Optometrist
5	If the *Visual Examination Record* indicates that corrective lenses are required for work at computer screens and the employee is eligible for reimbursement, generate a separate purchase order for up to $135*(exc gst) for the corrective lenses.	POD

*Check TIASA collective agreement for variation