

## EYE TESTS FOR STAFF

<b>Section</b>	Human Resources		
<b>Approval Date</b>	25.08.08	<b>Approved by</b>	Directorate
<b>Next Review</b>	As required	<b>Responsibility</b>	Human Resources Manager
<b>Key Evaluation Question</b>	6	<b>ITPNZ Quality Standard</b>	3

### PURPOSE

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

### SCOPE

Staff who spend more than 20% of their time working at computer screens.

### CRITERIA

Full time staff who spend more than 20% of their time working at computer screens are eligible for the cost of an annual eye test to be reimbursed by NMIT.

Full time staff who spend more than 50% 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.

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

### PROCEDURE

The staff member requests an eye test from Human Resources.

The Human Resources Manager (HRM) checks the eligibility of the staff member for reimbursement and completes an order for an eye test to an optometrist of the staff member's choice.

Human Resources initiates a **Visual Examination Record** form and a letter to the optometrist and gives these to the staff member with the order.

The optometrist sends the invoice and a copy of the completed **Visual Examination Record** form to the HRM.

If the **Visual Examination Record** indicates that corrective lenses are required for work at computer screens and the staff member is eligible for reimbursement, Human Resources generates an order for up to \$135 for the corrective lenses.

## REFERENCES

Visual Examination Record