

Policy 702.10 – Prescription Safety Glasses

Date Adopted: 7/6/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References:

I. POLICY

Facilities Services employees of the University of Montana Western may be reimbursed for expenses incurred in the purchase of prescription safety glasses for work at UMW if certain conditions are met.

II. PURPOSE

The purpose of this policy is to ensure the safety of employees by providing financial assistance for expenses incurred for purchasing prescription safety glasses needed to perform work duties.

III. PROCEDURES

Facilities employees will be reimbursed for the expenses incurred in the purchase of prescription safety glasses used for work at UMW. An employee must be working in a position that has a need for the prescription safety glasses. Allowable reimbursement for these safety glasses will be based on the Montana University System Vision Plan at the rate of one half of the allowed expenses.

Prescription safety glasses purchased must include side shields.

Prior to the purchase, the employee must receive authorization to purchase from the Vice Chancellor for Administration & Finance/Student Affairs. Employee will be required to submit an itemized statement to the Vice Chancellor for approval. Reimbursement will be made to the employee by Business Services. UMW will not make payment to the eye provider.

Lenses have a 12-month limitation and frames have a 24-month limitation period. Lenses and frames furnished under this policy which are lost, misplaced, or damaged will only be replaced at the normal intervals when the employee is eligible for the materials (12-month period for lenses; 24-month period for frames). At the discretion of the Vice Chancellor for Administration & Finance, exceptions to this may be approved on a case-by-case basis for good and sufficient reason.

Employees who receive reimbursement for prescription safety glasses under this policy are required to wear such glasses at all appropriate times while working. The administration may also require wearing other safety shields (over prescription glasses) or protective visors for certain projects and jobs.

IV. AUTHORITY

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, Director of Facilities Services