PURPOSE
To support staff wellness the University provides eye examinations and subsidises lenses & frames for eligible staff through the University’s Optometry Clinic.

The Optometry Clinic is a student teaching clinic and provides thorough eye examinations. All students are supervised by highly qualified optometrists who are members of the Department of Optometry and Vision Science.

1.0 DEFINITIONS
"VDU" means visual display unit(s).

2.0 POLICY
2.1 An employee who is engaged in VDU duties for at least 50 per cent of normal working time shall be entitled to an eye test at the employer's expense immediately upon being assigned to such duties. Further tests shall be provided at not less than two yearly intervals upon application to the employer.

2.2 If the test discloses that prescription spectacles or contact lenses are required for the normal viewing distance of a VDU, or that an eyesight problem has been created or worsened by VDU, then the cost of single vision spectacles will be met by the employer. The reimbursed cost of the frames shall not exceed $120.00. Where the employee chooses to purchase progressive or bifocal lenses, the cost of single lenses will be reimbursed to the employee. If the employee purchases contact lenses, the reimbursed cost shall not exceed $115 in one year.

2.3 All tests must be carried out by the University of Auckland Optometry Clinic, unless otherwise agreed. Where the tests are carried out elsewhere, the reimbursement of costs shall be no greater than the rates charged by the University of Auckland Optometry Clinic.

2.4 In work situations other than VDU situations, the employer may approve reimbursement of an eye test where, in the view of the employer, the work of the employee has the potential for significant eye strain. Where the advice of the eye specialist confirms that the work of the employee has caused eye deterioration such that the employee requires the use of spectacles to perform their duties, then the University will reimburse spectacle and lens costs as above.

2.5 The cost of eye examinations is met from departmental budgets. Authorisation for such examinations should be given by Heads of Departments, or equivalent.

2.6 Please see the Authorisation for Eye Examination form for further details and conditions.

3.0 Audience
All staff

4.0 RELATED PROCEDURES /DOCUMENTS
Authorisation for Eye Examination of VDU Operator Form

5.0 DOCUMENT MANAGEMENT CONTROL
Prepared by: Employee Relations Manager
Approved by: Deputy Director, HR Advisory Services
Date Approved: June 2013
Review Date: June 2015