

Policy on contributions to Eye Tests and Glasses for regular use of DSE's and other Display Screen Equipment

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1. Policy

1.1 The purpose of this policy is to provide a framework for the effective, reasonable reimbursement of any employee who is a user of display screen equipment to receive an eyesight test.

2. Principles

2.1 The University recognises its duty to comply with the Health & Safety (Display Screen Equipment) Regulations 1992 (amended 2002), which includes provision for eye tests and glasses required specifically for use with Display Screen Equipment (DSE).

2.2 While there is no reliable evidence that work with display screen equipment causes any permanent damage to eyes or eyesight, it may make users with pre-existing vision defects more aware of them. This may give some users some temporary visual fatigue or headaches. Uncorrected vision defects can make work at display screens more tiring or stressful than it should be, and correcting defects can improve comfort, job satisfaction and performance' (Health and Safety Executive, HSE Guidance Notes on DSE Regulations 1992, (Amended 2002).

3. Eligibility

3.1 The employee must be confirmed by their line manager to use display screen equipment (DSE) as an essential part of their work and for a significant part of their normal working hours.

3.2 The Health & Safety (DSE) regulations apply to employees who use DSE daily, for an hour or more at a time. These are termed "users". The regulations do not apply to individuals who use DSE infrequently or only for short-periods of time.

3.3 These users are entitled to a reasonable reimbursement for the cost an annual eye test (or more frequently as determined necessary by the Optician) at their employer's expense.

3.4 Contributions towards lenses and frames will not be paid to those who require glasses for any other purpose as per the Health and Safety (DSE) Regulations.

4. Contributions

4.1 A contribution of £50 towards prescription lenses (glasses or contact) and a contribution of £25 towards frames will be paid in accordance with the table below to those staff whose Optician has confirmed they require lenses (glasses or contact) specifically for DSE use.

4.2 A reasonable contribution of £25 towards eye tests will be paid in accordance with the table below to users.

	Amount	Frequency of Claims
Eye Test	£25	1 year (or more frequently as determined necessary by the Optician)
Lenses	£50	1 year
Frames	£25	3 years

4.2 Employees will be responsible for the initial payment of their eye test and any costs incurred on lenses or frames.

4.3. The employee must be confirmed by their line manager to use display screen equipment (DSE) as an essential part of their work and for a significant part of their normal working hours.

5. Application Process

- 5.1 To claim for reimbursement of eye test costs and / or contributions to lenses / frames employees are required to complete the eye test and glasses claim form (which can be accessed from the HR page on the University website or via email at HRHelpdesk@stmarys.ac.uk).
- 5.2 Employees should take the eye test and glasses claim form along to their Optician appointment for the Optician to complete and authorise. Any receipts for costs incurred should be retained and attached to the form. The employee will be required to complete and sign the employee section and forward the form to their line manager for authorisation.
- 5.3 The employee's line manager will be required to confirm whether or not the claimant uses display screen equipment as an essential part of their work and for a significant part of their normal working hours.
- 5.4 Once the eye test and glasses claim form is fully completed and signed by the Optician, employee and line manager, it should be forwarded to the HR Department along with receipts of all costs incurred relating to the eye test / frames / lenses.
- 5.5 If the claim is approved and the qualifying criteria relating to frequency of claims has been satisfied, the employee will be reimbursed for annual eye tests (or more frequent eye tests if deemed necessary by the Optician) and for lenses/frames in accordance with the stipulated contribution limits.
- 5.6 Once the claim has been approved, the amount will be reimbursed via accounts payable to the same bank account as the individuals bank account in which they receive their monthly salary.
- 5.7 If claim(s) for eye test, lenses and / or frames could not be processed, the employee will be notified of the reasons.

6. Terms and Conditions

6.1 It is not University policy to reimburse Optician form filling fees.

6.2 No contribution will be paid in the form of an advance.

6.3 Where discount is obtained against any individual component, only the discounted value will be considered as an actual expense.

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