

CITY OF REDDING
Personnel Policies and Procedures Manual

Section: Safety

Subject: Prescription Safety Eyewear

Personnel Director:  **Date:** 10-26-11

City Manager:  **Date:** 10/13/11

City Council Resolution No. (if applicable) N/A **Effective Date:** 11/13/01

The City has contracted with Essilor Laboratories of America, to provide examinations and prescription safety eyewear. The following professional services and materials will be provided by an Essilor Laboratories of America doctor at the City's expense:

- examination (every 12 months)
- fitting
- adjustments and repairs
- single vision or multifocal design lenses-glass, plastic, or polycarbonate (progressive lenses will be provided at the City's expense only for those employees who already wear progressive lenses in their daily (or street) wear)
- plastic or metal frames (exception: no metal frames for electricians)
- TD2 coating (scratch resistant coating for plastic and polycarbonate lenses)

The following options are provided at the City's expense if necessary for the job duties, and only upon written authorization from the supervisor; or may be purchased by employees at their own expense if not necessary for the job duties:

- tints (sunglasses)
- photogray extra (changes from light to dark for glass lenses)
- transitions (changes from light to dark for plastic or polycarbonate lenses)

The following options are available for all employees to purchase at their own expense:

- polarized lenses

- UV protection (for plastic lenses)
- anti-reflection coating

The Essilor Laboratories of America doctor will accept a prescription from another doctor, provided the prescription was acquired within the previous 12-month period, thus eliminating the need for another examination by the Essilor Laboratories of America doctor.

A list of Essilor Laboratories of America doctors and the Essilor Laboratories of America Industrial Prescription Form may be obtained from the Personnel Division or on the City's intranet under Personnel Documents; Prescription Safety Eyewear Order Form.

Procedure:

1. Supervisor completes appropriate section of Essilor Laboratories of America Industrial Prescription Form and gives to the employee.
2. Employee refers to list of Essilor Laboratories of America doctors and contacts doctor for appointment. If the employee has not had an examination within the previous 12 months, they should schedule an examination. Employee takes form to doctor at time of appointment. If employee has had an examination within the previous 12 months, they should take their prescription to the Essilor Laboratories of America doctor.
3. Doctor gives employee photocopy of order form. Employee returns this copy to the Purchasing Division via the supervisor immediately after doctor's visit.
4. When the Essilor Laboratories of America invoice and copy of order form are received from Essilor Laboratories of America, Purchasing checks it for accuracy and forwards both the invoice and copy of the order form to the supervisor for signature and job order number. At the same time, if the employee ordered options not provided by the City, Purchasing will notify the supervisor the amount to be collected from the employee; and supervisor shall forward this amount with the signed invoice and job order number to Purchasing.

This policy is intended to meet the requirements of Article 10, Title 8 General Industry Safety Orders.