

Memorandum

To: Physical Plant Employees
From: Jim McLain
Date: October 20, 2003
Re: Physical Plant Safety Eyewear Policy

Because of some problems we were having with the old safety eyewear program we will be implementing the following new program in collaboration with Dr. Woodard:

FEES

- ❖ Dr. Woodard will charge a dispensing fee for all safety eyewear. The fee includes assessment of proper frame fit, describing to the patient the various lens and frames material options, assessment of multifocal placement, processing order to laboratory, analysis of completed eyewear and alignment of eyewear to patient.

Single vision fee \$22.00 + tax

Multifocal fee \$28.00 + tax

If for any reason you are not happy with the prescription in your eyewear and Dr. Woodard has written the prescription there will be no charge to have the prescription changed one time.

If another doctor has written the prescription and you are unhappy with the prescription you will be assessed a fee of 1/2 the dispensing fee to get it corrected.

- ❖ The eyewear material costs will be the costs billed to Dr. Woodard by the laboratory.
- ❖ Employees are responsible for 50% of the total costs (eyewear and dispensing fee). This 50% will be payable to New Mexico Tech when you pick up your eyewear. The employee will pay additional dispensing fees over and above the initial fee.

- ❖ Fees for damaged eyewear will be assessed as follows:
 - ❖ Damaged lenses that need to be replaced will be replaced at lab costs plus 1/2 the dispensing fee.
 - ❖ Damaged main frame or frame front will be replaced at lab costs plus 1/2 the dispensing fee.
 - ❖ Frame temples, nose pads and screw replacements will be done at no cost.

Damage that occurs on the job will be covered 100% by New Mexico Tech. If the damage occurs outside of the job, the employee will be responsible for 100% of cost.

Damage occurring on the job should be reported to your supervisor immediately. Upon notification the supervisor will initiate a memo to the manager, indicating how the damage was sustained and what type of repairs will be necessary. After review the manager will approve or disapprove. If approved, the memo should then be forwarded to an Associate Director and finally to the Director for approval. Only after the final approval by the Director will an eye authorization form be issued.

- ❖ New Mexico Tech will pay for only one pair of safety eyewear annually.
- ❖ All fees will be paid to Dr. Woodard by New Mexico Tech. If the employee is responsible for any portion of the fee it will be payable to New Mexico Tech at the time your glasses are delivered or returned.

EYEWEAR SELECTION

- ❖ Employees will be restricted to frame selections provided on the current Titmus chart in Dr. Woodard's office.
- ❖ Some frames will be available on site and if selected you will be able to order your glasses immediately.
- ❖ If you select a frame on the chart that is not available in the office you may have to wait two to three weeks before the doctor can fit you.

PROCEDURAL INFORMATION

- ❖ Employees wishing to get safety eyewear should get an authorization slip from the purchasing office, Gaylyn Yanke, Cindy Rivera or Jim McLain then go to Dr. Woodard's office to see what is available. You can select from frames on the Titmus wall chart only.
- ❖ Once a frame has been selected the employee should sit down with Dr. Woodard's staff and select the lens that will be put in the glasses.
- ❖ At this point, they should be able to wrap up the sizing and finalize the order provided you have a current prescription. Dr. Woodard will not fill an eyewear order unless your prescription is current (less than one year old).
- ❖ Once your order is finalized with Dr. Woodard bring back information on the type of frames being ordered, type of lenses and estimated total cost including the dispensing fee to the purchasing office.
- ❖ The purchasing office will then place an order for your glasses, which will serve as the Physical Plant's authorization to proceed with the order.