

## **EMPLOYEES' REQUIREMENTS**

### **PRESCRIPTION SAFETY EYEWEAR PROGRAM**

To obtain your prescription safety eyewear, follow the procedures listed below:

1. Schedule an eye exam with the doctor of your choice.
2. Pick up the safety eyewear cover letter for the eye care professional from your Supervisor or the Safety Coordinator.
3. The eye care professional you select will assist you in choosing an appropriate frame and lenses.
4. Submit your bill, or a copy of, to your Supervisor for processing.

The eye exam is your responsibility. The City of Dickinson will pay up to \$75.00 for single vision glasses, \$95.00 for bifocals, and \$120.00 for trifocals toward your safety eyewear. You may choose to have charges above those allowed collected through payroll deduction.

If you choose payroll deduction, you must inform the accounting department of your intentions.

## ***EYEWEAR REQUIREMENTS***

*Dear Eyecare Professional,*

*Our employee has selected your office to provide the professional services required to obtain safety eyewear. We appreciate your cooperation and ask that you follow the guidelines listed below.*

- 1. The employee is responsible for the eye exam.*
- 2. The employee must submit his/her bill to his/her supervisor for processing.*
- 3. The employee may choose any frame from the standard collection, or may upgrade the frame at their expense.*
- 4. Lens material must meet the ANSI standard for safety glasses.*
- 5. Tints are allowed at the employees' expense.*
- 6. Progressive lenses and non-standard bifocals are allowed at the employees' expense.*
- 7. Fixed flat fold or removable side shields are allowed.*
- 8. All materials must meet ANSI standards for safety eyewear.*