

30. Opticians Reimbursement Policy

1. Introduction

This document sets out the procedures and rules which must be observed for the submission of reimbursement claims for eye tests and spectacles by all staff. Trowbridge Town Council (TTC) recognise that staff health and wellbeing is important to both employees and clients & customers, as well as its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). The Health and Safety (Display Screen Equipment) **Regulations** apply to workers who uses **DSE** daily, for an hour or more at a time.

2. Reimbursement Statement

TTC will make a contribution towards to cost of eyesight testing for all contracted staff who use **DSE** daily, for an hour or more at a time. Staff will be eligible to apply for this reimbursement towards an eye test and spectacles, if necessary, once they have successfully completed their probationary period.

Staff are eligible to apply for reimbursement towards the full cost of an eye test and may claim up to a £50.00 contribution towards spectacles. Proof of purchase (receipts and prescription) together with a signed expense claim form must be provided.

TTC will only reimburse one eye test in any 12-month period for employees and one reimbursement contribution towards spectacles in any 24-month period. You may apply for another reimbursement within the two-year period, only, if your eyesight has deteriorated and your prescription changed. Proof of this will be required, and a decision will be made as to what reimbursement is appropriate. Otherwise, staff are only entitled to a reimbursement towards spectacles every two years.

Please follow the below procedure when claiming spectacle reimbursement:

- Pay for your eye test
- Pay for your new spectacles
- Complete an expense claim form, which can be found at:
P:\PUBLIC\Forms\Finance forms\2021 Forms\Expense Claim_With Vat receipt 2021.xlsx
Send this to the Resources department together with proof of payment and copy of prescription.
- Reimbursement will be paid into your bank account

Lance Allan – Town Clerk & Proper Officer

Signed Dated

This document was approved at a meeting of the Policy and Resources Committee on
2nd March 2021

Unless changes occur to legislation and/or scale rates occur, the next review date will be
March 2025