

LEPP'S PRESCRIPTION SAFETY GLASSES PAYMENT POLICY
(Rates for July 2008 – June 2009)

For employees whose job requires the use of safety glasses, LEPP will pay up to \$145 for safety glasses every other year*, per the following rates from Westtown Optical:

- Lenses: Up to \$80 (polycarbonate bi-focal or tri-focal lenses)
(no amount is allowed for progressive lenses, tinting, or any other personal choice—the employee must cover any add-ons)
- Frames: Up to \$50 (including side shields, which are highly recommended)
(includes 14 styles of frames to choose from at Westtown Optical)
- Fitting Fee: Up to \$15

THE TOTAL AMOUNT PAID BY LEPP CANNOT EXCEED \$145/ INDIVIDUAL.

Anyone requiring safety glasses must submit a request through the Wilson Lab Business Procurement Office to make necessary arrangements **prior** to obtaining the safety glasses. This will ensure proper payment for the allowed expenses above. (Supervisors are responsible for verifying the need for safety glasses for their employees.)

Once the employee has received approval from the Procurement Office, they may go to any supplier they choose. We recommend that employees use **Westtown Optical**, 609 Clinton West Plaza (272-7755), as they offer safety glasses to us at cost. The maximum amount to be paid by LEPP, regardless of vendor, is \$145.

If employees choose more expensive lenses/frames, they must cover the difference in cost. We suggest employees consider this cost difference when renewing their select benefits each year.

Repairs to safety glasses damaged in the Lab will be dealt with as needed, and must also be authorized by the Procurement Office. (Repairs for damages occurring outside of the work place will not be covered by LEPP--this is the employee's responsibility.)



*In some instances, an employee may have a prescription change that warrants replacing lenses in their safety glasses in less than two years. The employee should present verification of the change in prescription to the Procurement Office, and the cost of replacing the lenses will be covered by LEPP (within the lens dollar limit noted above).