



MEMORANDUM

TO: NDTMA CONTRACTORS
FROM: DARREN STEELE
SUBJECT: EYE EXAMS
DATE: 1/18/2011
CC: LANCE YEARLY QCC

The National executive has recently had meetings with the QCC table Officers, and one of the issues that came up is the payment of eye exams and reimbursement thereof.

There are 3 different situations where eye exams are required as below:

1. Eye exams done in conjunction with certification and/or renewal and must be performed by an optometrist.
To be reimbursed by the Training Funds (Regional or National) based on the Trustees approved guidelines.
2. Eye exams (annual) that are required by CGSB but do not necessarily need to be done by an optometrist. Exams can be done in-house by the employer at no cost to the employee. If the employer does not allow for it to be done in-house it becomes the employer's responsibility to reimburse the full value.
To be reimbursed upon production of the receipt and the forms.
3. Eye exams required by the client and/or contractor.
To be reimbursed by the employer.

The 1st situation is the only situation where reimbursement may be sought from the Training fund(s). The 2nd is easily done in-house for no cost to the employee or employer, and is the responsibility of the employing contractor. The 3rd case is Client specific and like any other client specific training or prerequisite to entry, the Contractor is responsible for the costs and presumably the fee is charged back or incorporated into the rates charged to the client.

There has apparently been some confusion as to what is covered by the funds and who (employee or employer) pays for the optometrist fees for situations 2 & 3, which are the employer responsibility.

I hope this clears up any confusion, but should you have any questions contact me at the number below.

Regards,



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