



MEMORANDUM

TO: All Employees and Health Care Providers

FROM: Joe Kolosso, Facilities Planning & Management Department

RE: **Covered Charges for Safety Glasses**

This memo is to inform you of changes effective February 1, 2012 for safety glasses.

The University will pay the following maximum amounts:

- \$25 per pair of lenses
- \$25 per pair of frames
- Entire cost of REQUIRED permanent side shields

The employee is responsible for all additional costs. NOTE: THE UNIVERSITY SHARE IS ALREADY SUBTRACTED ON THE HI TECH OPTICAL ORDER FORM. DO NOT DEDUCT ADDITIONAL AMOUNTS. THE AMOUNT ON THE FORM IS THE AMOUNT THE EMPLOYEE IS RESPONSIBLE FOR.

As the eye care provider, please complete the Hi Tech Optical Inc. eyewear order form beginning with the patient's last name and first name and ending with the signature lines. The eye care provider is to collect any additional costs from the employee either by credit card or check and submit this amount along with the order form to Hi Tech Optical, Inc.

All Employees are encouraged, but not required, to take their prescriptions to Davis Duehr-Dean, Dr. Gerald Theune, 128 N. Tratt Street, Whitewater, where there is a complete selection of sample frames available. If Dr. Theune's office is not a convenient location, you can see a list of all of Hi Tech Optical, Inc. providers at their web site: <http://www.hi-techoptical.com/wida> There are also images of available frames on the web site.

Please be advised that the invoice for the eye exam should be sent to the patient's health insurance provider.

If you have any questions, please call me at 262-472-5545. Thank you.