



COMPUTER GLASSES PURCHASE REIMBURSEMENT SCHEME

Adopted by decision of the Executive Board no. 2016cb0122 on 14 April 2016; and amended by decision no. 2019-107264 on 9 December 2019 and no. 2023-005919 on 24 January 2023. Revised by decision no. 15 December 2023, nr. 2023-123671.

ARTICLE 1 DEFINITIONS

In this scheme, the following words shall have the following meanings assigned to them:

Employee	An employee with a permanent UvA employment contract (<i>personeel in dienst, PID</i>).
Employees who are eligible for reimbursement.	Employees who work at a computer screen for more than two hours a day on average; and <ul style="list-style-type: none">• for whom measures to optimise the workspace situation, such as ensuring the correct distance is kept between their eyes and the screen, preventing obstructive light reflections on the screen, etc., do not reduce eye complaints; and• in respect of whom an expert has performed an eye examination which finds that normal corrective visual devices cannot be used and computer glasses are necessary for working at a computer screen.
Computer glasses	Computer glasses are glasses for which the prescription has been adjusted for working at a computer screen and which qualify as a corrective visual device as referred to in Section 5.11(4) of the Working Conditions Decree (<i>Arbeidsomstandighedenbesluit</i>).
Experts for eye examinations	The following qualify as experts who may perform eye examinations: ophthalmologists, optometrists or opticians, preferably affiliated with the Dutch Union of Opticians (<i>Nederlandse Unie van Opticiens, NUVO</i>).

ARTICLE 2 ADVICE OF OCCUPATIONAL HEALTH AND SAFETY COORDINATOR

If an employee believes that they need to purchase glasses because they work at a computer screen, the employee should seek advice from the occupational health and safety coordinator for their faculty/unit. If the occupational health and safety coordinator also considers it likely that computer glasses are necessary, they will issue an advice to the employee and supervisor recommending an appointment with an expert for an eye examination.

ARTICLE 3 EYE EXAMINATION BY AN EXPERT

The employee will make an appointment with an expert of their choosing who meets the definition set out in Article 1. If the eye examination finds that the employee needs computer glasses, the expert will state this on the 'UvA computer glasses expense claim'.



ARTICLE 4 ENTITLEMENT TO REIMBURSEMENT FOR COMPUTER GLASSES

1. If the eye examination by an expert establishes the need for computer glasses, the employee is entitled to a reimbursement for computer glasses.
2. The UvA grants a maximum contribution of €173.31 every three years, which is inclusive of the frame, lenses and VAT.
3. The contribution referred to in paragraph 2 of this Article is indexed every three years based on the salary increases under the Collective Labour Agreement for Dutch Universities (CAO-NU) in the three-year period from the effective date of this scheme.
4. As a rule, computer glasses can be reimbursed at most once every three years, provided that an eye examination performed by an expert has established that they are necessary. If the eye examination establishes that there has been a change in the required prescription, adjusted lenses can be reimbursed within the three-year period as well.
5. The costs of the computer glasses will be borne by the faculty/unit where the employee is employed.
6. Computer glasses will not be reimbursed without a completed and signed 'UvA computer glasses expense claim form' that clearly states that an employee needs computer glasses.
7. The procedure for requesting a reimbursement has been added to this scheme as Annex 1.
This procedure is adopted by the directors of operational management based on a proposal agreed upon in the meeting of occupational health and safety coordinators.

COMPUTER GLASSES INDEXATION AS OF 31 DECEMBER 2022

Salary increase

1/6/2020	3.00%
1/7/2021	1.64%
1/1/2022	0.36%
1/7/2022	<u>4.00%</u>
Total	9.00%

The amount of the computer glasses reimbursement is €173.31.

ANNEX 1 COMPUTER GLASSES REIMBURSEMENT APPLICATION PROCEDURE

Eye complaints are relatively common among employees who work at a computer screen, particularly as they grow older. The complaints arise because the normal reading distance differs from the reading distance in front of a computer screen. Purchasing computer glasses may be a solution. Under the Working Conditions Act (*Arbowet*), the employer is obliged to provide employees with computer glasses if computer glasses are necessary. The UvA provides a reimbursement scheme for computer glasses.

WHEN ARE YOU ELIGIBLE FOR THE REIMBURSEMENT SCHEME?

If you have eye complaints or complaints about blurred vision as a result of working at a computer screen, follow the procedure below:

- Step 1: Contact the occupational health and safety coordinator for your faculty/unit; they will discuss your complaints with you and perform a workspace examination to establish whether the correct measures have been taken to optimise the workspace situation.
- Step 2: If the occupational health and safety coordinator also considers it likely that computer glasses are necessary, they will issue an advice to you and your supervisor recommending an appointment with an expert for an eye examination. The expert must be an ophthalmologist, optometrist or optician, preferably affiliated with the Dutch Union of Opticians (*Nederlandse Unie van Opticiens, NUVO*).
- Step 3: After discussing the situation with your supervisor, you will make an appointment with an expert of your choosing and undergo an eye examination. You must take the 'UvA computer glasses expense claim form' (see Annex 2) with you.
- Step 4: The expert will state on the 'UvA computer glasses expense claim form' whether or not¹ the eye examination has found that you need computer glasses.
- Step 5: Request the correct cost centre number from your supervisor or the occupational health and safety coordinator.
- Step 6: Add the completed and signed 'UvA computer glasses expense claim form' and the proof of payment to your expense claim. You can claim a maximum of €173.31 using the Self-Service Tool: Arrange things yourself tab (*Zelf regelen*) > Expense claims and advances (*Declaratie en voorschot*). In the comments field, specify that the claim is for computer glasses. Depending on the cost centre, the claim will be approved either by your supervisor or by the occupational health and safety coordinator.

If you have any questions on this topic, contact the occupational health and safety coordinator for your faculty/unit. This scheme is included in the A-Z list under 'Occupational health and safety' (*Arbozaken*), together with the occupational health and safety coordinator's contact details.

¹ If the eye examination finds that you do not need computer glasses and you have to pay for the eye examination, you can claim the costs of this examination.



UVA COMPUTER GLASSES EXPENSE CLAIM FORM

Employee	
Surname and initials:	
Working at (department):	
Cost centre number:	
Advice of expert (ophthalmologist, optometrist, optician) The undersigned expert has performed an eye examination. The expert have issued the following advice:	
<input type="checkbox"/> Computer glasses ¹ <u>are</u> needed.	
<input type="checkbox"/> Computer glasses are <u>not</u> needed ² .	
¹ Computer glasses are glasses for which the prescription has been adjusted for working at a computer screen and which qualify as a corrective visual device as referred to in Section 5.11(4) of the Working Conditions Decree (<i>Arbeidsomstandighedenbesluit</i>). The UvA grants a maximum contribution of €173.31 every three years, which is inclusive of the frame, lenses and VAT. ² If the eye examination finds that you do not need computer glasses and you have to pay for the eye examination, you can claim the costs of the examination.	
Eye examination performed on (date):	
Eye examination performed by (name):	
Ophthalmologist / optometrist / optician* (*cross out what is not applicable)	
Space for comments	
Signature	