

Section: Employee/Labor Relations

Section Number: 4.9.3

Subject: Other Working Conditions: Damage to Clothing and Glasses

Date of Present Issue: 03/01/87

Date of Previous Issues:
07/86

POLICY:

A full-time employee, working in a maintenance or food service position, who sustains damage to his/her eyeglasses during the performance of his/her work assignment shall be compensated in the manner outlined below.

The University will furnish maintenance and food service employees with uniforms, coveralls, or shop coats where appropriate. These employees will be expected to wear these garments to protect and avoid damage to their personal clothing.

After the occurrence of a damage event, an Incident Report form LSSC 344, must be completed. This report will be reviewed by the supervisor, department head, and the appropriate vice president. If approved by the vice president, the following actions for replacement may be taken:

A. Clothing Replacement:

Personal clothing will be repaired or replaced only under extenuating circumstances when the employee has used proper precautions with proper University-provided protective clothing.

The University has the option of having any damaged clothing repaired at University expense or of purchasing a replacement.

B. Eyeglass Replacement:

1. If an employee's frame is broken, the University will pay for replacing it with an identical frame, using the existing lenses, or will replace the eyeglasses with approved safety glasses.
2. If one or both lenses are broken, the University will pay for replacement lenses to be put back in the original frame or replace the eyeglasses with approved safety glasses.
3. In the case of total damage, the University will replace the eyeglasses with an approved pair of safety glasses.