

EMPLOYEE RELATIONS PROCEDURE - BCGEU

Produced by Employee Relations
Distribution: Administration, Regular Staff &
Auxiliaries on benefit coverage

Revised: June 1, 2005
Revised December 4, 2007

PROCEDURE FOR REIMBURSEMENT OF VISION EXAMS FOR DOUGLAS COLLEGE BCGEU STAFF Article 20.3 – Extended Health Benefits

Purpose:

The purpose of this document is to revise the June 1, 2005 procedure for BCGEU staff requesting re-imbusement for vision examinations.

The Collective Agreement language states:

“Effective April 1, 2005, employees will be reimbursed a total of \$75.00 every two years for vision exams.”

Eligibility:

- Regular full/part-time BCGEU employees [and eligible dependents](#)
- Posted full/part-time auxiliary BCGEU employees who are [eligible](#) for benefits [and eligible dependents](#)

If you are enrolled in Extended Health with Manulife use the normal claim process:

1. Employees are required to pay the required vision care examination fee.
2. Employees will then complete the required Manulife Health Care claim form and attach the original examination fee receipt.
3. Employees may forward the form and receipt directly to Manulife and/or forward to Employee Relations for mailing.
4. Employees should maintain a photocopy of the claim form and original receipt.
5. Manulife will adjudicate the claim and forward the appropriate re-imbusement to your home address.
6. If you have coordinated benefits, you must then submit to the secondary carrier.

If you have waived enrolment in Extended Health with Manulife:

1. Employees are required to pay the required vision care examination fee.
2. Employees must complete a Douglas College expense form, attach the vision care documentation and receipt and forward directly to Employee Relations.
3. Employees should maintain a photocopy of the claim form and original receipt.
4. Employee Relations will verify the employee has waived extended health coverage, authorize the appropriate amount and forward to [Payroll](#) for processing.

Please note: if you have waived enrolment in Extended Health, the vision care examination fee reimbursement is a taxable benefit.

Enquiries:

For further information please contact the Manager, Pension and Benefits at 604-527-5342, the Benefits Clerk at 604-527-5390 or Manulife Financial at 800-575-2200 (if you are enrolled in Extended Health benefits).