



**DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT**

33 State House Station, Augusta, Maine 04333-0033
(207) 430-6000

DVEM Policy and Procedure Statement 24-09

November 18, 2024

TO: All Defense, Veterans and Emergency Management Employees

FROM: Brigadier General Diane L. Dunn, Commissioner and Adjutant General

SUBJECT: Prescription Safety Eyewear Reimbursement

-
1. This policy supersedes DVEM Policy and Procedure Statement 22-01, dated May 12, 2022, subject as above. This policy will remain in effect until rescinded or superseded. This policy applies to **STATE** employees only.
 2. Certain DVEM employees are required to wear safety eyewear in accordance with State and Federal safety standards. Employees may provide their own prescription eyewear provided it meets or exceeds current ANSI Z87.1 standards with side shields and is labeled with the ANSI rating. This policy provides for reimbursement to employees who voluntarily choose to provide their own prescription protective eyewear.
 3. Certain DVEM employees opting to provide and use their own prescription protective eyewear, pursuant to this policy, shall be reimbursed up to \$75.00 every year toward the cost of purchasing prescription protective eyewear. Seasonal employees must have completed at least two seasons from date of employment to be eligible for reimbursement. Employees working in classifications identified as those at risk of greater exposure to eye injuries in the performance of core functions associated with their positions, shall be eligible for reimbursement. Supervisors will determine those classifications in their area of responsibility that require safety eyewear for the performance of the job.
 4. Employees whose protective eyewear becomes damaged in the performance of official State of Maine work tasks may be eligible for replacement costs.
 5. Requests for reimbursement shall be submitted to the employee's supervisor, along with a copy of the receipt. Reimbursement shall be made in accordance with bill paying approval and processes in place in applicable bureaus.

DVEM Policy and Procedure Statement 24-09
SUBJECT: Prescription Safety Eyewear Reimbursement

6. ALL MANAGERS MUST ENSURE THAT ALL EMPLOYEES ARE MADE AWARE OF AND UNDERSTAND THIS POLICY.

7. Point of Contact is the Deputy Commissioner at (207) 430-5997.

A handwritten signature in black ink, reading "Diane L. Dunn". The signature is written in a cursive, flowing style.

Brigadier General Diane L. Dunn
Commissioner and Adjutant General

Encl