

I would like to take the opportunity to clarify the section of the ACOA contract regarding employee reimbursements for annual physical examinations.

The section of the contract 24.2 (B) states:

The parties recognize that certain bargaining unit members may, in the regular performance of their duties, come into contact with pathogenic, carcinogenic and toxic substances or with infectious blood, airborne or body fluid borne diseases. When a qualifying member provides proof of having undergone an annual physical, the employer will reimburse that member for actual receipted out of pocket expenditures up to two hundred dollars (\$200). No more than one (1) such reimbursement will be made in any twelve (12) month period.

Please note that the contract no longer requires that the member have a documented exposure. The reimbursement is for having undergone an annual physical. The term "qualifying member" refers to a member of the ACOA who has been employed by the employer for over 12 consecutive months. The reason for the 12 months is that the employer has paid for the first annual physical as a requirement of being hired into the position.

The employer will reimburse that member for actual receipted out of pocket expenditures up to two hundred dollars (\$200). Since the employee has insurance coverage as a benefit, the state will reimburse the employee for out of pocket expense that is not covered by the health insurance plan. For instance, if the cost of the physical is \$500 and the insurance coverage pays 80% or \$400, the employer would reimburse the member the \$100 that was their actual out of pocket expense.

The form includes information on how to request the reimbursement. Obviously some documentation will be required by the employee. In addition, the form will contain information regarding how to submit the claim so that personal information not required for reimbursement is not submitted.

Sharleen Griffin, Director
Division of Administrative Services
Department of Corrections