

Ergonomics@Work Pilot Program

Ergonomic Reimbursement Checklist

- Employee's supervisor contacts Kathleen Valerio, Training Operations Manager, at 642-8438 to schedule a workspace evaluation by one of Haas' ergonomic evaluators using the campus *Computer Workstation Design Guidelines*.
- Upon completion of the evaluation, a copy of the *Computer Workstation Assessment Form* is given to the employee; a copy is sent to Jennifer Sullivan, F&BO Manager, to be kept in the Haas *Injury and Illness Prevention Program* files; and a copy is given to the employee's supervisor to be included in the Matching Funds request package, if needed.
- Supervisor and employee review Assessment to determine if employee could benefit from the purchase of furniture or accessories listed on the *Computer Ergonomics Matching Funds Pre-approved Product List*, or other options.
- Employee must enroll in and attend the *Ergonomics@Work* workshop, *Computer Health Matters*. Enroll on ICE using course code 5701. This should be completed within two (2) weeks of evaluation.
- Employees should research available products to ensure they are appropriate for their situation. Many of the pre-approved products are on display at the campus *Ergonomics Showroom* or *Communications and Network Services*.
- Once the department approves purchasing of chosen product(s), purchase is made through a campus preferred vendor using a bluCard online, or a Purchase Order in BFS. On your purchase, charge the chartstring of the account you will use for your department's part of the cost. Purchases should be made within thirty (30) days of evaluation to qualify for matching funds. It's important that you save your receipts.
- Employee should complete *Computer Ergonomics Matching Funds Application Form* and submit to supervisor for approval. Department chartstring to be credited with the Matching Funds amount should be correctly noted.
- Supervisor makes a copy of the Matching Funds request package consisting of:
 1. An approved *Computer Ergonomics Matching Funds Application Form*, and
 2. A copy of *Computer Workstation Assessment Form*, and
 3. Copies of all invoices and receipts for purchases of Pre-Approved Products, and

sends one copy to: Barbara Pottigen
Ergonomics Program Manager
Ergonomics@Work, Tang Center, 4300
Office: 642-8410

and keeps one copy for their records.
- Upon approval of application, Ergonomics@Work will transfer 50% of the total purchase price (**up to \$500 per employee**) to the chartstring indicated on the application. Supervisor will receive email confirmation of approval in about three (3) weeks. Please forward a copy of that email to Carole Wilson in Haas Business Services for verification of reimbursement.

A detailed description of the *Computer Ergonomics Matching Funds Pilot Program* and how your department can qualify for reimbursement can be found at:

<http://www.uhs.berkeley.edu/facstaff/ergonomics/matchingfunds/index.shtml>

with links to many of the pages, documents and forms listed here. Funds are limited, and offer only valid while funds last.