

# ErgoCruz Reimbursement Program Application (Fiscal Year 2023-2024)

REIMBURSEMENT DATA					
Employee:		Phone:		E-mail:	@ucsc.edu
Supervisor:		Phone:		E-mail:	@ucsc.edu
Ergonomic Assessor:		Phone:		E-mail:	@ucsc.edu
Purchaser:		Phone:		E-mail:	@ucsc.edu
FIS Journal Approver:		Phone:		E-mail:	@ucsc.edu
Department:			Workstation Location:		
Employee's on-line Training Date:			Employee's Evaluation Date:		

FURNITURE/EQUIPMENT	
<p><b>Reminder:</b> Only select models of the following types of equipment are eligible for partial reimbursement:  <b>sit/stand desks, ergonomic chairs, monitor arms, monitors, Poly headsets, and desktop risers.</b></p> <p style="background-color: yellow; text-align: center;"><b>All other ergonomic items (including keyboards and mice) are not eligible for reimbursement.</b></p> <p>Product eligibility details can be found on page 2 of this document.</p>	
1.	\$
2.	\$
3.	\$
<b>Total Costs:</b>	<b>\$</b>

## Reimbursement Limits and Requirements *(see reverse for additional information):*

1. **Total Reimbursement Amount:** Up to \$500 per employee each fiscal year.
2. **Training & Evaluation:** Employee must complete the *RSS Ergonomic Self-Assessment* online. The department's Ergonomic Assessor must then conduct a Workstation Evaluation (in-person or virtual) for the employee.
3. **Timeline:** Equipment purchases should be placed within 60 days of the employee's workstation evaluation. EAs can submit their Reimbursement Applications once equipment has been purchased and physically received by the department, processed by UCSC Accounts Payable, and expenses posted to ledger.
4. **Fiscal Year Deadline:** Reimbursement Application packets must be sent to [ergocruz@ucsc.edu](mailto:ergocruz@ucsc.edu) on or before April 30<sup>th</sup> each year. Due to fiscal close, applications will not be processed between May 1<sup>st</sup> and June 30<sup>th</sup>. Please hold and submit applications completed during May and June on/after July 1<sup>st</sup>.
5. **Limitations:** The department requesting reimbursement must have an active EA. Reimbursement only applies to approved furniture/equipment for eligible UCSC employees. Reimbursement does not apply to large new construction, renovations, relocation projects, or workstations shared by multiple users.

## Instructions to Ergonomic Assessors:

1. Please complete the *Reimbursement Data* section and the *Furniture/Equipment* section above.
2. Please obtain itemized receipts or invoices describing each item.
3. Collect a detailed Financial Transaction report (from InfoView) from your department's finance person and highlight each expense for each eligible item. The report must show the posted expense (not an obligation) and the complete original purchase FOAPAL.
4. **Email the following PDF attachments to [ergocruz@ucsc.edu](mailto:ergocruz@ucsc.edu):**
  - This page (completed)
  - Detailed Financial Transaction Report (ledger)
  - Itemized receipt(s)
  - Completed *Workstation Evaluation Form*

## **Items Eligible for Partial Reimbursement**

### **1. OM ergonomic chairs:**

Must be purchased through the Palace/CruzBuy process.

### **2. Steelcase ergonomic chairs, sit/stand desks, & monitor arms:**

Must be purchased through OneWorkPlace/CruzBuy process

### **3. Herman Miller ergonomic chairs, sit/stand desks, & monitor arms:**

Must be purchased through Pivot Interiors/Herman Miller/CruzBuy process

### **4. Select Poly headsets:**

Must be purchased on CruzBuy (Palace or CDW)

### **5. Flexispot or Ergotron desktop risers:**

Available on Amazon and other online retailers

### **6. Select Dell monitors:**

Must be purchased through CruzBuy in the Dell Punchout

**NOTE:** After Ergo Showroom visits, ordering instructions are provided to employees and EAs in a report. Aside from the list above, all other recommended ergonomic items are simply purchased by departments and are not eligible for reimbursement.

## **Requirements for Reimbursement**

1. Your department must have an active Ergonomic Assessor (EA). The EA conducts ergonomic workstation evaluations for employees in your department. The ErgoCruz program can train prospective EAs at various times throughout the year. Please contact [ergocruz@ucsc.edu](mailto:ergocruz@ucsc.edu) for more information.

2. The participating employee must complete the UC Risk and Safety Solutions (RSS) Ergonomic Self-Assessment (and video training module): UCSC employees must log in and they will find the Ergonomic Self-Assessment button in their personalized homepage: <https://app.riskandsafety.com/>

3. Your department's Ergonomic Assessor (EA) must conduct a workstation evaluation or "ergo eval" for the employee. During the assessment, specific recommendations may be made for the purchase of furniture and/or equipment. In addition, work style and necessary workstation setup modifications are also made to prevent injury. Keep a copy of the completed *Computer Workstation Evaluation* report and Reimbursement Application in your department's Injury and Illness Prevention Program (IIPP) records.

## **Additional Information**

- All items must be physically received, with invoices processed by Accounts Payable, and expenses posted to ledger. Cost per item should include tax and shipping, if applicable.
- We encourage EAs to submit complete Reimbursement Applications to [ergocruz@ucsc.edu](mailto:ergocruz@ucsc.edu) ASAP and within 30 days of receiving the reimbursable item(s).
- Approaching fiscal close, we recommend that you submit invoices to Accounts Payable by April 15<sup>th</sup> and no later than April 30<sup>th</sup> to allow time for payment processing.

## **Questions?**

Additional program information, guidelines, requirements and training information is available at the UCSC EH&S webpage at: <http://ehs.ucsc.edu/programs/ergo/ergocruz.html> or contact [ergocruz@ucsc.edu](mailto:ergocruz@ucsc.edu)