**ErgoCruz Reimbursement Program Application (Fiscal Year 2022-2023)**

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| **REIMBURSEMENT DATA** | | | | | |
| Employee: |  | Phone: |  | E-mail: | @ucsc.edu |
| Supervisor: |  | Phone: |  | E-mail: | @ucsc.edu |
| DEA: |  | 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: | | |

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| **FURNITURE/EQUIPMENT**  **Reminder:** only the following equipment is eligible for ErgoCruz reimbursement:  PBI sit/stand desks, ergonomic chairs, monitor arms, Poly headsets, and Ergotron desk converters.  All other ergonomic items (including keyboards and mice) are not eligible for reimbursement. | |
| 1. | **$** |
| 2. | **$** |
| 3. | **$** |
| Total Costs: | **$** |

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

1. **Reimbursement Amount:** Up to $500 per employee/fiscal year (until funds are depleted).
2. **Training & Evaluation:** Employee must complete the *Healthy Working Ergonomic Training and Assessment* module on the UC Learning Center, and also receive a Computer Workstation Evaluation by an active DEA.
3. **Timeline:** Equipment purchases should be placed no later than 60 days after the DEA’s evaluation of the employee’s workstation. DEAs must submit the completed ErgoCruz Reimbursement Application packet to ergocruz@ucsc.edu within 30 days of expense payment. **Final annual deadline:** Completed application packets must be received by April 30th each fiscal year. Note: “completed” means that all items are physically received, invoices processed by UCSC Accounts Payable, and expenses posted to ledger).

**No applications will be accepted between May 1st and June 30th.**

1. **Limitations:** The department requesting reimbursement must have an active DEA. Reimbursement only applies to eligible furniture/equipment for full-time UCSC employees. Reimbursement does not apply to large new construction, renovations, relocation projects, or workstations shared by multiple users.

**Instructions to Department Ergonomic Assessor (DEA):**

1. Complete the Reimbursement Data section above. Complete the Furniture/Equipment section above.
2. Attach the following documents:
   * + A PDF copy of employee’s *Healthy Working* *Ergonomic Assessment and Training Module* certificate.
     + A PDF copy of your *Computer Workstation Evaluation* *Form* **or** an equivalent workstation evaluation report. Either of these must be completed by you (the DEA) during the employee’s ergo evaluation.
3. Collect a detailed Financial Transaction report from InfoView from your Department Purchaser/Accountant and highlight each expense and FOAPAL for each item. The report must provide posted expense (not an obligation) and the original purchase FOAPAL (not Journal Doc Codes for expense transfers).
4. Please have the employee’s supervisor sign and date the bottom of this application.
5. Email the completed application packet to ergocruz@ucsc.edu with attachments: 1. Detailed Financial Transaction (Ledger) report, 2. Computer Workstation Evaluation Form (or DEA’s report) 3. Healthy Working Certificate.

**I have read, understand and accept the requirements of ErgoCruz:**

**Employee Supervisor or Signature of Authority Date**

**ErgoCruz Program Information**

UC Santa Cruz established this program in early 2008. The intent was to provide campus departments a cost-effective way to prevent and/or minimize the effects of computer related repetitive motion injuries, the single most common work-related injury in the office environments on campus. The program focuses on ergonomic modifications for employee computer workstations located on campus or other UCSC controlled facility.

**How can my department meet the requirements for reimbursement?**

1. Your department must have an active Department Ergonomic Assessor (DEA). The DEA conducts ergonomic workstation evaluations for employees in your department. The ErgoCruz program can train prospective DEAs 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 Learning Center module titled“Healthy Working Ergonomic Assessment and Training” (or have previously completed it within one year prior to the workstation evaluation). This free on-line training promotes safe and healthy work practices and the effective use of new workstation furniture and equipment. Enrollment to the on-line training can be found at: <http://learningcenter.ucsc.edu/>

3. Your Department Ergonomic Assessor (DEA) must then conduct a workstation assessment 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 in your department’s Injury and Illness Prevention Program file. (IIPP).

**Application deadlines for ErgoCruz Reimbursement Program:**

* April 30th is the final day of the fiscal year to submit completed reimbursement applications.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. Submitting invoices to Accounts Payable no later than April 15th is recommended in order to allow time for payment processing.
* No applications will be accepted between May 1st and June 30th. By default, ergonomic purchases made between May 1st and June 30th will not be eligible for reimbursement.
* Equipment purchases should be placed no later than 60 days after the DEA’s evaluation of the employee’s workstation.
* DEAs must submit a complete ErgoCruz Reimbursement Application to ergocruz@ucsc.edu within 30 days of expense payment.

**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)