

ErgoCruz Support for Employees Working Remotely

The DEA and ErgoCruz Matching Funds Program offer ergonomic support to employees across various alternative working environments.

Situational Telecommuting is working off site that is not part of a previously approved telecommuting arrangement. The COVID-19 pandemic has created a situational telecommuting environment at UCSC. The extended duration exposes employees to an increased risk of ergonomic injury:

o Training and ergonomic consulting support are available to the employee to determine what items are needed and should be provided. These services are available from the Campus Ergonomist and DEA at ergocruz@ucsc.edu.

o Small equipment: Employees are encouraged to work with their department to facilitate relocating small equipment to the remote worksite. If something is still needed, the ergonomics program will supply small, low-cost ergonomic items from an established list (keyboard, mouse, footrest, back cushion, wrist pad, document holder, laptop riser and screen riser) at no cost to the department.

o Large equipment/furniture: Employees are encouraged to work with their department to facilitate relocating their ergonomic chair or desktop riser, if they use one, to their remote worksite. It is not advised that employees transport large electric desks or other large furnishings from campus. It is advised that if any large equipment or furniture is thought to be needed for use at the remote worksite, the employee or supervisor notify the campus ergonomics program and request a remote evaluation of the employee's remote workstation to determine the best course of action.

Provisions for large equipment or furniture (chairs, desktop risers or any other larger items) for any remote workstation will only be eligible for ErgoCruz matching funds if the recommendation for the specific equipment is a result of a remote ergonomic evaluation by the Campus Ergonomist. Full-size electric height adjustable desks will not be eligible for reimbursement by the ErgoCruz Matching Funds Program for employees in the current COVID temporary situation.

For all other situational telecommuting that is determined to be short term (lasting no more than two months):

o Training and ergonomic consulting support are available to the employee on request to determine what items are needed and should be provided. These services are available from the Campus Ergonomist and DEA at ergocruz@ucsc.edu

o Funding support via ErgoCruz Matching Funds is not provided for furniture or equipment for situational telecommuting that is determined to be short term. The program will provide training, consulting and recommendations for appropriate ergonomic support and equipment that the department or division can provide.

It is not anticipated that any large ergonomic furniture or equipment (chair, desk, desktop riser, and monitor arm) would be needed due to the short duration of such assignments. Small equipment (keyboard, mouse, footrest, back cushion, wrist pad, document holder, laptop riser and screen riser) can be provided by the department or division if needed.

Routine Telecommuting is working off site that is part of an established arrangement that allows an eligible employee (whose regular work location is a UCSC worksite) to work on a part-time basis at an alternate location other than a UCSC worksite. The arrangement can be a set schedule or variable/upon request. Routine telecommuters have an assigned work location (e.g., office or cubicle) at a UCSC worksite.

o Training and ergonomic consulting support are available to the employee on request to determine what items are needed and should be provided. These services are available from the Campus Ergonomist and DEA at ergocruz@ucsc.edu

o A formal telecommuting agreement is established in which it is negotiated and agreed what furniture and equipment is to be provided by the department or division and what is to be the responsibility of the employee. ErgoCruz Matching funds are not available for furniture for routine telecommuters workstations.

Remote Work is working off site that is part of an established arrangement that allows an eligible employee to work entirely at an alternate work location other than a UCSC worksite. Remote work can occur in the Santa Cruz region, anywhere in the State of California or in the United States. In most situations, remote workers will not have an assigned UCSC worksite (e.g., individual office or cubicle). For remote work arrangements:

o Training and ergonomic consulting support are available to the employee on request to determine what items are recommended and should be provided. These services are available from the Campus Ergonomist and DEA at ergocruz@ucsc.edu.

o A formal telecommuting agreement is established in which it is negotiated and agreed what furniture and equipment is to be provided by the department of division and what is to be the responsibility of the employee. ErgoCruz Matching funds are not available for furniture for remote workers workstations.