

ErgoCruz
Computer Ergonomics Matching Funds Application Form
FY 2016-17

REIMBURSEMENT DATA (Please print clearly)					
Employee:		Phone:		E-mail:	@ucsc.edu
Supervisor:		Phone:		E-mail:	@ucsc.edu
DEA:		Phone:		E-mail:	@ucsc.edu
Purchaser:		Phone:		E-mail:	@ucsc.edu
Journal Approver:		Phone:		E-mail:	@ucsc.edu
Department:			Workstation Location:		
Employee's on-line Training Date:			Employee's Evaluation Date:		

FURNITURE/EQUIPMENT	
From <i>Pre-Approved Product Recommendations</i> List or Campus Ergonomist Approved Specific Make/Model not necessary. Amount should include tax, delivery and installation per item	
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Department FOAPAL(s):	Total Costs: \$
ErgoCruz Matching Funds Reimbursement Amount for FY 16-17: First \$200 plus 60% of remaining expenses not to exceed \$600 per employee	\$

MATCHING FUND LIMITS AND REQUIREMENTS (see reverse for additional information):

1. Applies to: a) UCSC employees; b) and furniture/equipment to be used at UCSC and not associated with large new construction, renovation and relocation projects
2. Limits for FY 16-17: First \$200 + 60%, not to exceed \$600 per employee or until funds are depleted
3. Ergonomic Assessment: Employee must complete both the *Ergonomic Assessment and Training Module* and receive a *Computer Workstation Evaluation*
4. Timeline: Purchase Orders should be submitted within 30 days of receipt of the recommendations

Instructions to Department Ergonomic Assessor (DEA):

1. Fill in the all fields above except for the cost per items and department FOAPAL;
2. Attach 1) employee's *Computer Workstation Evaluation* form; and 2) a copy of employee's training certificate showing completion of the *Ergonomic Assessment and Training Module*;
3. Have the employee's supervisor sign and date the bottom of this Application form and forward all documents to the Department Purchaser/Accountant

Instructions to Department Purchaser/Accountant:

1. Complete the remaining fields above: cost per items, total costs, and department FOAPAL(s);
2. Run a Financial Transaction report (Infoview or Banner) and highlight each expense and FOAPAL. The report must show the original purchase (Not Journal Doc Codes of expense transfers);
3. Submit the Application including 1) invoices, 2) *Computer Workstation Evaluation*, 3) *Ergonomic Assessment and Training Module* certificate and 4) Financial Transaction Report and mail it to Mail Stop: ErgoCruz

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

Supervisor or Signature of Authority

Date

ErgoCruz Computer Ergonomics Matching Funds Program

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.

How can my department meet the requirements for matching funds?

The Program focuses on ergonomic modifications for employee computer workstations. Here are the steps to qualify:

Training:

The participating employee must complete the *Ergonomic Assessment and Training Module* (or have completed it within two years 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/>

Ergonomic Workstation Evaluation:

The Department Ergonomic Assessor (DEA) conducts an office workstation assessment for the employee. During the assessment, specific recommendations may be made for the purchase of furniture and/or equipment from the *Pre-approved Product Recommendations* list. In addition, work style and necessary workstation setup modifications are also made to prevent injury.

Keep a copy of the completed *Ergonomic Workstation Evaluation* in your department's Injury and Illness Prevention Program file.

If your department does not have a DEA, training is offered regularly for this role by the Campus Ergonomist.

What is the application process to receive ErgoCruz Matching Funds?

Complete the Application form (one per employee) and attach the following documents:

1. *Computer WorkStation Evaluation* form
2. *Ergonomic Assessment and Training Module* certificate of completion
3. Invoices or receipts for the purchases. If you do not have an invoice, request a copy from the FAST office (aphelp@ucsc.edu) or from the Vendor providing the products.
4. A Financial Transaction Report highlighting the expense details and the FOAPALs. Why? Payment must be made by the department prior to reimbursement and this report is used to validate it.

Send the complete package via inter-campus mail stop: ErgoCruz

Upon approval of the Application, ErgoCruz will reimburse the purchase according to current Program Limits. Applications will be considered on a first-come, first-served basis throughout the fiscal year until funds are depleted. Reimbursement will be delayed or denied for applications with missing or incomplete documentation.

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 the Campus Ergonomist, Brian MacDonald at (831) 459-5430 or by e-mail at bmacdon1@ucsc.edu

