BSAS MATCHING FUNDS PROCEDURE

Program Purpose
To help departments offset the cost of implementing recommended or approved office ergonomic equipment for UCR employees*.

Value:
The department will be reimbursed for 50% of the cost of any recommended or approved ergonomic items, up to $500 per employee.

Requirement to Obtain Funds:
In order to obtain funds from the BSAS Matching Funds Program, an employee must participate in Ergo iSEAT, UCR’s online computer ergonomics training and self-assessment program. Please refer to process below. Any new equipment purchases must be recommended by a campus ergonomist, listed in the UCR Ergonomics Program on-line catalog, or individually approved by the ergonomics program. Departments must purchase, receive, and implement the equipment prior to submitting the request for matching funds. For adjustable equipment such as a keyboard tray or chair, a follow up visit with the ergonomist must be completed to ensure the equipment is adjusted properly for an optimal fit prior to receiving funds.

Process:
✓ Register and complete the Online Ergonomic Assessment
  o Employees will receive an immediate feedback email from the system advising them of their Risk Level – High, Moderate, or Low as well as recommendations to reduce ergonomic risk.
  o Make the recommended adjustments to your workstation, where applicable,
  o Update your profile within the program
✓ Risk Level: If a High or Moderate risk level is obtained, it is highly recommended that the employee schedules an on-site evaluation with the ergonomics program so that the ergonomist can assist with risk reduction.
✓ Purchase: The individual employee’s department is responsible for purchasing the recommended products.
✓ Follow Up: When all products have been received and verified, the employee should notify the ergonomics program via email. An onsite follow-up visit will be scheduled for adjustable equipment such as chairs and keyboard trays.
✓ BSAS Reimbursement: In order to receive reimbursement, the following information must be submitted via email to the ergonomics program within 60 days of the ergonomic evaluation:
  1. FAU information including general ledger (GL) account, budget category, activity, fund, and function
  2. Scanned proof of purchase documentation, including the item(s) purchased and the price(s)

Requests for matching funds will be accepted through June 1, 2013 (or until all funds have been spent).

Note: Once the expense documentation is validated, the BSAS funds will be provided to the department via a BEA processed by the FBO Service Center. The department will then be responsible for processing a cost transfer from the original FAU where the expense was incurred to the BSAS FAU. The cost transfer should be exactly equal to the dollar amount that is provided on the BEA.

If further information is needed, please contact the Ergonomics Program, at 2-6315.

*If you are an Affiliate or Student, please contact your Department Safety Coordinator or supervisor before proceeding.