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 OR be listed in the UCR Ergonomics Program on-line catalog or individually approved by the ergonomics program. Departments must purchase, receive, and implement the equipment. 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- Activity Code and Function only
  2. Scanned proof of purchase documentation, including the item(s) purchased and the price(s)

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.

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.