

UC Santa Barbara
ERGONOMICS MATCHING FUNDS APPLICATION FORM

INSTRUCTIONS:

1. Complete this application form entirely in order to be reimbursed.
2. Provide the budget number to be credited with the Matching Fund Amount (Line 7 from Furniture/Accessories List below). Route to your supervisor/business manager for approval.
3. Submit completed form and copy of invoices or receipt with amount paid to: Julie McAbee, Ergonomics Coordinator, Mail Code: 5132.

REIMBURSEMENT DATA (Please print clearly)

Department:		Budget Number:	
		8 - _ _ _ _ - _ _ _ _ - _ _	
Employee who will use furniture:	Last name	First name	M.I.
Employee phone:	E-mail address:		
Supervisor:	Phone:	E-mail:	
Date of workstation evaluation:		Performed by:	

FURNITURE/ACCESSORIES	COST
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6. Total Cost	\$
7. Matching Fund Amount (=Total Cost x 50%) / ≤ \$500	\$

MATCHING FUND LIMITS AND REQUIREMENTS:

1. Applies only to: a) UCSB employees; b) Furniture/accessories to be used at UCSB; c) Furniture/accessories purchased for individual employees (not associated with new construction, renovation and relocation projects); and d) Pre-approved furniture and accessories as recommended by Ergonomics Coordinator.
2. Limits/ deadline: Not to exceed \$500 per employee. Matching Fund program effective until established funds are depleted.
3. Workstation evaluation: Employee must receive a workstation evaluation and recommendations. Workstation evaluation must be performed by Ergonomics Coordinator, Julie McAbee.
4. Submissions: Submit copies of furniture/ accessories invoices and/or receipt with amount paid **and** this application form to qualify for ergonomics matching funds transfer.
5. Contact: Julie McAbee, Ergonomics Coordinator, extension 3283, if you have questions regarding this program.

I have read, understand and accept the terms, conditions and requirements of the Computer Ergonomics Matching Fund.

Supervisor or Signature Authority

Date

Workers' Compensation Approval:

Julie McAbee, Ergonomics Coordinator *Date*

Mari Tyrrell-Simpson, WC Manager *Date*

UCSB Ergonomics Matching Funds

This program offers up to \$500 per employee in matching funds to modify on-site computer workstations. The intent is to provide campus departments a cost-effective way to prevent and/or minimize the effects of computer-related repetitive motion injuries, a common work-related injury on campus. The program does not apply to computer workstation furniture for new construction, renovation, and relocation projects.

How can my department qualify for matching funds?

The Ergonomics Matching Funds Program focuses on ergonomic modification of individual employee computer workstations. Following are the steps to take to qualify for matching funds:

- **Workstation Evaluation:** Matching funds are available for furniture or accessories recommended as a result of a computer workstation evaluation by the Ergonomics Coordinator. Call Julie McAbee at extension 3283 or e-mail at Julie.McAbee@ehs.ucsb.edu for an ergonomic evaluation.
- **Furniture/equipment purchase:** If a workstation evaluation identifies the need for specific modification, recommended furniture or equipment will be identified. Departments will order, purchase and install equipment. Upon installation, a follow-up evaluation will be performed. After the follow-up evaluation has been performed and the proper application plus copies of invoices of equipment/accessories are received, funds will be transferred.

What kind of furniture/equipment qualifies for the matching fund?

- Only ergonomic equipment recommended by the campus Ergonomics Coordinator.
- Typically this does not include desks, computers or monitors, and is limited to chairs, keyboard trays, keyboards, mice, headsets, document holders, and/or other ergonomic accessories as recommended by the Ergonomics Coordinator.

What is the application process for matching funds?

An application form must be submitted for each employee whose workstation requires modification. Send the following to Julie McAbee, Ergonomics Coordinator, Environmental Health & Safety, at MC 5132:

- Completed Ergonomics Matching Funds Application Form (see reverse side) **and**
- Copies of product invoices and/or receipt with amount paid for recommended products.

Upon approval of your application, 50% of the purchase price up to \$500 per employee will be transferred to the budget number indicated on the application form.

Funding for this program is limited. Applications will be considered on a first-come, first-served basis. Funding reimbursement will be delayed or denied for applications that are incomplete or provide insufficient supporting documentation.

Departments may be limited on the number of Matching Fund Recipients

Questions? Contact Ergonomics Coordinator, Julie McAbee at 893-3283 or email Julie.McAbee@ehs.ucsb.edu