



## Human Resources

### **Ergonomic Workstation Evaluation Request procedure**

#### **Purpose**

Yavapai College is committed to providing employees with a workplace free from known or potential hazards and will allow employees to be productive and comfortable. The college also recognizes and appreciates that to be effective, employees may need differently configured workstations due to an injury or an accommodation following the Americans with Disabilities Act (ADA).

For the Yavapai College to best determine whether an employee's workstation is appropriate or if the workstation arrangement needs to be modified, employees must request an ergonomic evaluation of their workstation by completing the form below.

#### **Directions and Procedures:**

Employees must complete all information on the request form.

The Human Resources department will handle the requests based on doctors' recommendations. Any other requests will be the responsibility of the supervisors.

#### **Requests related to ADA Accommodation**

Within five business days of receipt of the employee's request, depending on the type of ergonomic request, HR will review the submission and communicate with the employee regarding the status of the request and inform them how to proceed.

The department of health and safety (EHS) manager will need to review the workstation after the item has been installed if the request includes a workstation item that the college does not have in inventory.

#### **Requests not related to ADA Accommodation:**

Once the request is reviewed and approved, the employee's manager will submit a work order to either facilities or IT depends on the type of request. They will install or provide the requested workstation item. The department of health and safety manager will contact the employee to schedule a visit to the office of the employee that requested the workstation change. He will decide if other objects or measures need to be taken for final accommodation.

#### **Additional Notes:**

- The supervisor will need to submit a ticket to the Help Desk if requests are related to ergonomic keyboards, mouse, or other electronics,
- The supervisor needs to contact Facilities for requests related to standup desks or other types of furniture.
- The employees department FOAP number assumes expenses related to workstations not associated with HR requests.