

 <b>INJURY &amp; ILLNESS PREVENTION PROGRAM</b> CSUSM Safety, Health & Sustainability		
<b>ERGONOMIC RESOURCE FUND PROGRAM</b>		
ERF REBATE APPLICATION FORM	Revision Date: 7/1/2020	Revised By: GEW

**REBATE DATA**

DEPARTMENT: \_\_\_\_\_

EMPLOYEE (last name, first): \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MANAGER: \_\_\_\_\_ BUDGET MANAGER: \_\_\_\_\_

MANAGER'S (MPP) PHONE: \_\_\_\_\_ MANAGER'S E-MAIL: \_\_\_\_\_

**EQUIPMENT REIMBURSEMENT WORKSHEET**

	Equipment	Vendor	Actual Cost (\$100 minimum)	Rebate Amount (60%) for SH&S use
A			\$	\$
B			\$	\$
C			\$	\$
D			\$	\$
E			\$	\$
F			\$	\$
G			\$	\$
<b>Total Reimbursement Amount Requested (review chart on SH&amp;S web page)→</b>				\$

- Provide chart field string:** \_\_\_\_\_ route to appropriate MPP for approval.  
 (example: XXXXXX-48500-XXXX-XXXX)\*  
*\*Note: SH&S can only transfer funds to chart field strings that have the number "48500" present.*
- Ensure the following items have been completed/provided:**
  1. Cougar Workstation Ergonomics (CWE) or Telecommuting & Home Office Ergonomics on-line/web-based training (whichever applicable) – accessible via the Employee Training Center (ETC): <https://lynx.csusm.edu/learnerweb/>
  2. A formal in-person Ergonomic Evaluation or Virtual Home Office Consultation.
  3. Submission an Ergonomic Resource Fund Program Form 1.
  4. Include applicable invoices, receipts or other associated documents.  
*Note: Completion of on-line/web-based ergonomic training course will be verified by ETC. Documents may be sent to SH&S via email or intercampus mail (Craven 4700).*
- Adhere to the following Ergonomic Resource Fund (ERF) requirements:**
  1. Applies only to:
    - Authorized equipment items **purchased prior to submission** of rebate documentation.
    - Ergonomic equipment items to be used primarily for CSUSM employees.
    - Recipients must be "State" employees.
  2. Limits/Deadline: Program effective until April 15<sup>th</sup> of each Fiscal Year, or when established funds are depleted (whichever comes first). Submission of this form does not guarantee receipt of a rebate.
  3. Accommodations & Worker's Compensation Cases (WCC): Please consult with the appropriate Humane Resources (HR) and/or WCC personnel.
  4. Other Comments:
    - Incomplete documentation will cause a delay in the reimbursement process.
    - Questions regarding approval for authorized ergonomic equipment should be directed to SH&S (at ext. 4502).

**I, the undersigned, have read, understood and accepted the terms, conditions and requirements of the ERF Program.**

_____ <b>Print Name of Manager (MPP) or Delegated Authority</b>	_____ <b>Signature</b>	_____ <b>Date</b>
<b>FOR SH&amp;S USE ONLY</b>		
ERF Program Manager/Director Review: _____ Initials	_____ Date	Consultation/Evaluation on File: _____ Date

### Important ERF Specifics:

- Only ergonomic equipment items costing \$100 or more will be considered for rebate.
- SH&S will provide a 60% rebate for each qualified ergonomic chair or equipment item.
- Furniture items (desks, file drawers, cabinets, bookcases, etc.) do not qualify for reimbursements.
- SH&S will accept applications only from the appropriate departmental managers, budget coordinators, or delegated authority.
- ERF documentation must be submitted prior to close of program is ***effective until funds are depleted or April 15<sup>th</sup> of each fiscal year*** (whichever sooner).

### Frequently Asked Questions:

#### **Q: Can Auxiliary/Corporate department managers apply for ERF rebates?**

A: No. The ERF program is only available to managers from departments that are supported by general funds (*State Employees*). However, non-State employees may still request a workstation evaluation of home office consultation.

#### **Q: I have not completed the ergonomics training. What should I do?**

A: Complete the web-based Cougar Workstation Ergonomics (CWE) or Telecommuting & Home Office Ergonomics training (whichever applicable) through the ETC Learner- Web. Contact SH&S (phone: 760-750-4502, or email: [ergonomics@csusm.edu](mailto:ergonomics@csusm.edu)) regarding any questions.

#### **Q: It's been a while...how can I determine if I have completed the ergonomics training?**

A: Ergonomic evaluations are good for 3-years. Contact the SH&S office (phone: 760-750-4502, or email: [ergonomics@csusm.edu](mailto:ergonomics@csusm.edu)) and ask a representative to look up your records.

#### **Q: Can I use rebate funds for items that are not an SH&S approved?**

A: No. Only SH&S approved ergonomically-related equipment items qualify for rebates.

#### **Q: How much must a piece of equipment cost to be eligible for partial reimbursement?**

A: \$100 minimum (including taxes).

#### **Q: Can I use reimbursement funding for my home workstation?**

A: Yes. Funding is available to employees who are under an approved telecommuting agreement.

#### **Q: How long will it take for my department to be reimbursed as a result of the rebate?**

A: Disbursement of funds are generally controlled by the Business and Financial Services department. However, SH&S will normally process a transfer of funds within 30-days after the receipt of a completed ERF package.

#### **Q: Can the equipment travel with me if I relocate to another department/organization on campus?**

A: Maybe. SH&S encourages departments to allow employees to take with them the same equipment/devices that were purchase via ERF monies (if possible). However, both departments (old and new) must approve of the equipment relocation.

#### **Q: What do I need to apply for the rebate?**

A: Ensure that the applicable ergonomic web-based training through the ETC is completed, an in-person evaluation or virtual consultation is performed, and the appropriate documentation submitted.

- The employee should work with their manager (MPP) and/or budget coordinator to complete all required ERF documentation (including ERF Form 1 and all applicable invoices/receipts).
- Completed packages can be submitted by utilizing any of the following methods:
  - Hand Delivery: Craven Hall, Suite 4700
  - Email: Scan and attach documents, then send to [ergonomics@csusm.edu](mailto:ergonomics@csusm.edu)
  - Inter-Campus Mail: Attn: Ergonomic Resource Fund (ERF)  
Dept: Safety, Health & Sustainability (SH&S)