

<b>INJURY &amp; ILLNESS PREVENTION PROGRAM</b>		
<b>ERGONOMIC SUPPORT TOOL &amp; EQUIPMENT REIMBURSEMENT FORM</b>		
<b>ESTE REIMBURSEMENT APPLICATION FORM</b>	<b>Revision Date: 8/3/2021</b>	<b>Revised By: GEW</b>

**DEPARTMENTAL APPROVAL INFORMATION**

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

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

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

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

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

**SUPPORT TOOL/EQUIPMENT REIMBURSEMENT WORKSHEET**

			Column for SH&S Use	
	Support Tool Item Description	Vendor	Actual Cost (\$100 or Less)	Reimbursement (100%)
A			\$	\$
B			\$	\$
C			\$	\$
D			\$	\$
E			\$	\$
	Equipment Item Description <i>(Chair, Height Adjustable Table or Other Related)</i>	Vendor	Actual Cost (\$101 or More)	Rebate (60%)
A			\$	\$
B			\$	\$
C			\$	\$
D			\$	\$
<b>Total Amount →</b>				\$

- Provide chart field string:** \_\_\_\_\_ route to appropriate MPP for approval.  
*(example: XXXXXX-XXXX-XXXX-XXXX)\**  
*\*Note: State (non-Auxiliary/Corporate) departments should use a chart field string that includes a "48500" designation.*
  
- Ensure the following items have been completed/provided:**
  1. Submission an Ergonomic Support Tool & Equipment (ESTE) Form.
  2. Include applicable invoices, receipts or other associated documents.
  
- Adhere to the following ESTE requirements:**
  1. Applies only to:
    - Authorized items **purchased prior to submission** of reimbursement documentation.
    - ESTE items used primarily for CSUSM State, Auxiliary or Corporate employees.
  2. Limits/Deadline: ESTE program utilizes specially designated funds to provide authorized ergonomic support tools or equipment items. These funds are used until April 15<sup>th</sup> of the current FY or whenever they are depleted (whichever comes first). Submission of this form does not guarantee receipt of a reimbursement/rebate.
  3. Accommodations & Worker's Compensation Cases (WCC): Please consult with the appropriate Office of Humane Resources (OHR) and/or WCC personnel.
  4. Other Comments:
    - Incomplete documentation may cause a delay in the reimbursement process.
    - Questions regarding approval for authorized ergonomic items should be sent to [ergonomics@csusm.edu](mailto:ergonomics@csusm.edu) or contact SH&S directly at 760-750-4502.

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

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

### **Important ESTE Specifics:**

- The *Catalog of Ergonomic Items* should be used as a guide for tool selection. Employees are encouraged to utilize SH&S vetted equipment found in the *Home Office Seating* or the *Home Office Height Adjustable Tables* documents for telecommuter/home office use.
- SH&S will provide a reimbursement or rebate for each qualified ergonomic tool/equipment item.
- SH&S will accept applications only from the appropriate departmental managers, budget coordinators, or delegated authority.
- ESTE documentation must be submitted prior to April 15<sup>th</sup> of each FY. Funds are available through the cut-off date or upon depletion (whichever comes first).

### **Frequently Asked Questions:**

#### **Q: Can Auxiliary/Corporate department managers apply for ESTE reimbursement/rebate?**

A: Yes. The ESTE program is available to managers from these departments to obtain ergonomic support tools and specifically identified equipment.

#### **Q: Is ergonomic training required to apply for receipt of an ESTE item?**

A: Maybe. No training is required to receive ergonomic support tool items. However, the applicable web-based ergonomics training is required for those requesting rebates for equipment (i.e., chairs, height adjustable tables, etc.). Contact SH&S (phone: 760-750-4502 or email: [ergonomics@csusm.edu](mailto:ergonomics@csusm.edu)) regarding any questions.

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

A: No. Only SH&S approved ergonomically-related support tools and equipment qualify for reimbursement.

#### **Q: What are the cost restrictions regarding reimbursements or partial rebates?**

A: Support tool items costing \$100 or less (including taxes) receive a full reimbursement. Equipment items (such as chairs/height adjustable tables) costing \$101 or more receive a partial rebate of 60%.

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

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 ESTE package.

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

A: Yes. SH&S encourages departments to allow employees to take with them any items purchased with ESTE funds.

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

A: The employee should work with their manager (MPP) and/or budget coordinator to complete all required documentation (including the ESTE form and all applicable invoices/receipts). Completed packages can be submitted by utilizing any of the following methods:

- Email: Scan and attach documents, then send to [ergonomics@csusm.edu](mailto:ergonomics@csusm.edu)
- Inter-Campus Mail: Attn: ESTE  
Dept: Safety, Health & Sustainability (SH&S)