

## **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)