INJURY & ILLNESS PREVENTION PROGRAM

CSUSM
Safety, Health & Sustainability

ERGONOMIC SUPPORT TOOL & EQUIPMENT REIMBURSEMENT (ESTE) FORM

ESTE REIMBURSEMENT APPLICATION FORM	Revision Date: 12/20/2023	Revised By: GEW

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 and Equipment Item Description *(Anti-Fatigue Mat, Chair, CPU Holder, Extended Keyboard Worksurface/ Keyboard Tray, Height Adjustable Legs, Monitor Arm, Task Light, etc.)*	**Vendor**	**Actual Cost** *(More than $100)*	**Total Reimbursement** ***(50% Rebate of Actual Cost)***
A			$	$
B			$	$
C			$	$
D			$	$
E			$	$
F			$	$
G			$	$
H			$	$
I			$	$
			Grand Total Reimbursement Amount →	$

□ **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 provided/installed:**

1. Submission an Ergonomic Support Tool & Equipment (ESTE) Form.
2. Applicable invoices, receipts, or other associated documents.

□ **Adhere to the following ESTE requirements:**

1. Applies only to:
   - Those authorized items purchased ***prior*** to submission of reimbursement documentation.
   - Equipment or Tools costing ***more*** than $100 (including tax and delivery/destination fees).
   - ESTE items used primarily by CSUSM State, Auxiliary or Corporate employees.
2. Limits/Deadline: ESTE program utilizes specialized funds to provide ergonomic support tool items and specifically identified chairs. These monies are used/available ***until April 15th*** of each Fiscal Year (FY) or when they are depleted. Submission of this form does not guarantee receipt of a reimbursement.
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 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*

FOR SH&S USE ONLY

ESTE Program Manager/Director Review: _____ _____

Signature **Date**

Important ESTE Specifics (effective 1/1/2024):

- Only ergonomic equipment items costing more than $100 and SH&S vetted equipment qualify for a 50% reimbursement. Items costing less than $100 are ineligible.
- SH&S will provide a 50% reimbursement 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 to SH&S prior to April 15th of each Fiscal Year (FY) – funds are available for use until this date or when monies are depleted (whichever comes first).

Frequently Asked Questions:

Q: Can Auxiliary/Corporate department managers apply for ESTE reimbursement?
A: Yes. The 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?
A: Yes. Web-based *Telecommuting and On-Campus Ergonomics* training is required for those requesting rebates for equipment. Contact SH&S (phone: 760-750-4502 or email: 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: How much must a piece of equipment cost to be eligible for partial reimbursement?
A: Support tool and equipment type items costing more than $100. Taxes and delivery/destination fees that exceed $100 are also eligible.

Q: What action should be taken if I want an equipment item that is not identified on the Home Office Seating or Height Adjustable Table documents?
A: Contact SH&S for guidance and direction.

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 COVID-19 Telecommuter Home Office 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
- Inter-Campus Mail: Attn: Ergonomic Support Tool and Equipment (ESTE) Funds
  Dept: Safety, Health & Sustainability (SH&S)