

TO: Department Heads

SUBJECT: REMOTE WORK POLICY

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A. PURPOSE

While the original version of this Administrative Procedure Order (APO) arose out of necessity in response to the COVID-19 pandemic, the City will continue to offer remote work as an option for those employees for whom this work arrangement is appropriate, based on their department's operational needs and the employee's job duties.

The purpose of this APO is to provide guidance on the City's hybrid work environment, which allows for a combination of on-site and remote work. A hybrid work arrangement

offers departments flexibility in determining the best way to meet operational needs. While hybrid remote/on-site work at the City is not a condition of employment, it can be requested by employees on a voluntary basis, subject to approval by their Department Head or the Department Head's designee (collectively referred to as Department Head).

A hybrid work environment has many benefits, including:

- Improves recruitment and retention of employees by providing flexibility.
- Expands employment opportunities.
- Creates operational resiliency by ensuring continuity of business operations during emergencies and disruptions.
- Saves time and increases productivity for staff.
- Increases environmental sustainability by reducing commuting, parking, and operational energy. Reduces carbon emissions.

Remote work is an arrangement that allows an employee to perform City work at an approved alternate worksite, which is typically the employee's home. Even when approved to work remotely, employees must retain the ability to report to the City worksite for meetings, coverage, emergencies, or other operational reasons unless otherwise approved by their Department Head.

Additionally, under California law all City employees are required to serve as Disaster Service Workers should the need arise, and employees must comply with this obligation regardless of their remote work status.

B. ELIGIBILITY

The business and operational needs of the department will determine the feasibility of working remotely. A remote work arrangement is not an employee's right or entitlement. Not every City position nor every City employee will be eligible or suitable to work remotely. Even if a particular position can be performed remotely, not every employee in that position may be eligible to work remotely. Individual eligibility is at the discretion of the department. Departments will determine which employees are eligible for remote work based upon balancing business needs and job duties. Should a department deny a request for remote work, it will provide the employee with an explanation of the denial. Such denials are not subject to a right to appeal nor is it grievable under any applicable MOU.

Employees eligible for remote work must remain in good standing, meet job performance expectations, and comply with the terms of the Remote Work Agreement (Agreement) they make with their supervisor. Failure to meet expectations or comply with the terms of the Agreement may be a basis for the termination of the Agreement, as described below. Employees may, at times, also be required to return to work on site at the City on scheduled remote work days for meetings, covering for other employee absences, or other operational reasons.

1. **Eligibility Considerations**

- The operational needs of the employee's department and the City.
- The potential for disruption to City operations.
- The ability of the employee to perform their specific job duties from a location separate from their City worksite (Alternate Worksite) without diminishing the quantity or quality of work performed.
- The degree of face-to-face interaction with other City employees and the public that the employee's position requires.
- The portability of the employee's work, including the employee's ability to remotely access tools, equipment, and materials necessary to perform their job functions.
- The ability to create a functional, reliable, safe, and secure Alternate Worksite for the employee.
- Risk factors, such as confidentiality of work and secure computer access, associated with performing the employee's job duties from a remote location.
- The ability to measure the employee's work performance from a remote worksite.
- The employee's job performance as determined by their last performance review.
- The employee's supervisory responsibilities.
- The employee's need for supervision.
- The employee's ability to work independently.
- Other considerations deemed necessary and appropriate by the employee's immediate supervisor, Department Head, or the Chief People Officer (Human Resources Director).

C. REMOTE WORK ASSIGNMENT AND EXPECTATIONS

1. **Remote Work Agreement**

Remote work is only permitted when there is a preapproved Agreement. Any Agreement is only valid for the time period specified in the Agreement. The Agreement is invalid after this time unless the City approves an extension in writing. The City may, in its discretion, decide to terminate the Agreement earlier. Employees will be given a minimum of two (2) weeks' notice if the Agreement is terminated before the original termination date, unless there is an urgent business need or emergency needing quicker action.

2. **Remote Day Maximus**

Remote work under this APO allows for employees to work remotely no more than two (2) days in a five (5)-day work week and one (1) day in a work week less than five (5) days. Requests to work remotely outside of this standard requires City Manager approval. Approval of such requests is very rare and will be made only under exceptional circumstances.

3. **Department Head Approval**

Employee acknowledges and agrees that the Agreement is subject to the discretion of the Department Head. Agreements will be approved on a case-by-case basis consistent with the eligibility considerations above.

4. **Breaks and Work Schedule Deviation**

Non-exempt employees (eligible for overtime) shall be assigned a work schedule in the Agreement, including rest and meal breaks (Work Schedule), if it differs from their regular Work Schedule. Any deviation from the Work Schedule must be approved in advance, in writing, by the employee's supervisor. Non-exempt employees must take meal and rest breaks while remote working, just as they would if they were reporting to work at their City worksite. Non-exempt employees may not incur overtime working remotely without prior written authorization from their supervisor. A non-exempt employee who fails to secure written authorization before incurring overtime may face discipline in accordance with the City's policy for working unauthorized overtime.

5. **Communication**

All remote work employees are required to be accessible in the same manner as if they are working at their City worksite during the established remote Work Schedule, regardless of the designated location for Alternate Worksite. Employees must be accessible via telephone, email, and/or network access to their supervisor and other City employees while telecommuting, as if working at their City worksite. Employees shall forward their City phone to their Alternate Worksite phone on their remote work days. They will check their City-related business phone messages and emails on a consistent basis, as if working at their City worksite.

6. **Full Scheduled Hours**

All remote working employees shall work their full scheduled hours, according to the Work Schedule. Remote work is especially encouraged on partial workdays to help lower the City's carbon footprint. Employees are required to maintain an accurate record of all hours worked at the Alternate Worksite and make that record available to their supervisor upon request, which may include tracking in the City's timecard system.

7. **Availability**

While remote working, employees shall adhere to the following:

- Be available to the department via any of the following methods: telephone, email, and/or network access during all designated work hours. Employees must be ready to report to their worksite when necessary for meetings, coverage, emergencies, or other operational reasons as determined by their supervisor, manager, or Department Head.
- Have the Alternate Worksite be set up for productive work, with, for instance, reliable and secure Internet and/or wireless access and a designated area supportive of uninterrupted audio and video conferencing.
- Employees should be focused on and engaged in City business during their scheduled work time, regardless of where they perform that work. Just as when they are working in City facilities, if employees who are working remotely need to conduct personal business during their scheduled work hours, they must do so during their meal and rest breaks.

- All periods of employee's unavailability must be approved in advance by the employee's supervisor in accordance with department policy and documented accordingly.
- Employees must notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances. If needed, the employee should come into their City worksite or take appropriate leave if they cannot conduct their work remotely.

8. **Geographic Work Location**

The expectation is that employees who perform remote work will do so from their personal residence or an identified consistent location. This best ensures that the employee will be available to meet the City's operational needs (including reporting to the City worksite if needed) as well as to perform their duties as a Disaster Service Worker should that need arise.

9. **Out of State Remote Work**

Out of state remote work presents numerous challenges, such as different tax laws, health insurance plan availability, labor laws, and more, and makes it impossible for employees to report to work quickly if required to do so to meet operational needs or perform their duties as Disaster Service Workers. For these reasons, out-of-state work options are not allowed. Appeals of this prohibition must be made to the City Manager. Any decision by the City Manager shall be final.

10. **Job Offers**

Job offers may not be extended with a commitment of ongoing remote work, as departments' operational needs change and flexibility is paramount in determining where employees are needed.

D. GENERAL DUTIES, OBLIGATIONS, AND RESPONSIBILITIES

Employees must adhere to the provisions set forth in this APO and the terms of the Agreement. Any deviation from the Agreement requires prior written approval from the employee's supervisor.

- Every employee who works remotely must meet with their supervisor and together complete a written Agreement that includes details, such as the employee's remote work location, Work Schedule (including details specifying when the employee will work remotely and the days that they will work on-site in a City facility), and the expectations that will apply while the employee is working remotely. The Appendix to this APO includes a sample Agreement that may be used to guide this conversation. The Remote Work Agreement may be modified with approval of the Department Head to match the business needs of the department.
- All existing duties, obligations, responsibilities, and conditions of employment remain unchanged. Remote working employees are expected to abide by all City and departmental policies and procedures, rules and regulations, applicable Memoranda of Understanding, and all other official City documents and directives.

- Employees authorized to perform work at an Alternate Worksite must meet the same standards of performance and professionalism expected of City employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other City employees and the public.
- The supervisor and the employee must develop a plan for what work the employee will be performing while they are working remotely and specify how and when that work must be completed. It shall be the supervisor's responsibility to ensure that the employee clearly understands what is expected of them and the employee's responsibility to fulfill those expectations.
- Supervisors should conduct 1:1 and team meetings with employees who are working remotely with at least the same frequency as they conduct such meetings with on-site employees. These meetings may occur via Zoom, Microsoft Teams, teleconference, or other remote means. In addition to these formal check-ins, supervisors should have regular brief check-ins with employees who are working remotely, just as they would with on-site employees.
- Employees shall continue to abide by practices, policies, and procedures for requests of sick, vacation, and other leaves of absences. Requests to work overtime, use vacation leave, or take other time off from work must be pre-approved in writing by each employee's supervisor. If an employee becomes ill while working under an Agreement, they shall notify their supervisor immediately and record on their timesheet any hours not worked due to illness.
- Workers' Compensation benefits will apply only to injuries arising out of, and in the course of, employment as defined by Workers' Compensation law. Employees must report any such work-related injuries to their supervisor immediately. The City shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the Alternate Worksite.
- All of the employee's existing supervisory relationships, lines of authority, and supervisory practices remain in effect. Prior to the approval of this Agreement, supervisors and employees shall agree upon a reasonable set of operational goals and objectives to be accomplished. An employee's failure to agree to the goals and objectives will result in a denial of remote work request. Supervisors shall use reasonable means to ensure that timelines are adhered to and that goals and objectives are achieved.
- The City will not set up or inspect the employee's remote workspace. The employee is responsible for configuring their space in a manner that allows them to perform their job duties safely and comfortably. The City will consider disability-based requests for equipment on an individualized basis and consistent with the City's Reasonable Accommodation Policy and the law. Employees are encouraged to use the ergonomic checklist provided in Attachment A to ensure that the remote work site is ergonomically appropriate for them. It may be possible in some instances for a department to provide an employee with equipment or furniture to assist with their ergonomic set-up, but this is not guaranteed. If an employee is unable to set up their remote workspace in a manner that allows them to perform their work in a safe and ergonomically correct manner, remote work will not be available to the employee.

- Employees are responsible for controlling interruptions during their work hours, including ensuring that their designated workspace is quiet and free of distractions, with reliable and secure Internet and/or wireless access.
- Remote work is not intended to be used, and should not be used, as a substitute for personal, non-work-related reasons (e.g., dependent care, running errands, going to appointments, etc.). Requests for leave or time off work for non-work-related reasons should be made under the appropriate leave policy.

E. INFORMATION TECHNOLOGY REMOTE ACCESS CRITERIA, EQUIPMENT, AND SECURITY

Most employees working remotely will require secure Internet access, a computer, and a phone; other equipment may also be necessary. Currently, a variety of solutions have been implemented to facilitate remote access to the City's Technology Resources and Systems¹. The use of the City's remote access offering is subject to all the conditions set forth in this APO as well as ***APO I-82 Technology Use Policies***. As the City determines the appropriate standard configuration for remote access, the policy will be updated.

- Remote access to City-hosted Technology Resources and Systems using the City's Virtual Private Network (VPN) solution will be from City-issued devices only. All VPN remote access shall be managed by the City's IT Department. City IT technicians will assist with configuring and enabling remote access on City-issued devices via normal procedures and operations, and during normal business hours.
- Remote access to the City's Microsoft-hosted M365 solution can be from City-issued or personally owned devices. City IT technicians will not assist with configuring personally owned devices, except as needed for Multi-Factor Authentication (MFA) as described below.
- Any employee working remotely that is accessing the City's Technology Resources and Systems or M365 solution will be required to utilize an MFA method designated by the IT Department. This may include a requirement to install an MFA application on a personally owned device (cell phone or tablet). Employees that do not have a City-issued device and do not wish to install an MFA application on their personally owned device will be denied remote access.
- City IT technicians will support remote staff. However, City IT technicians will not provide services at the home or alternate location of a City employee. Additionally, City IT technicians are not responsible for performing service, troubleshooting, or repair on the employee's personal devices and equipment, including Internet services or other non-City-issued infrastructure used by the employee.
- Remote access utilizing a VPN connects employees to the City's network as if they were at a City facility. When using the City's remote access solutions, employees must understand that while their devices are remotely connected to the network, they are conducting City business and are subject to the same rules and regulations that apply to the City, including all provisions of the City's Technology Use Policies, ***APO I-82 Technology Use Policies***.

¹ See APO I-82 Technology Use Policies for definitions of "Technology Resources and Systems."

- If the City has provided City-issued equipment, employees agree to follow the City's APO for the use of such equipment. Employees will report to their supervisor any loss, damage, or unauthorized access to City-owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.
- Employees working remotely are doing so at their own request. The City shall not be responsible for costs associated with the use of computer and/or cellular equipment, including energy, data, Wi-Fi (wireless network), maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs. Remote work is not a justification in and of itself for any data or device stipends. For more information on data and device stipends see ***APO I-82 Technology Use Policies***.
- Employees must take reasonable precautions to ensure that their devices (*e.g.*, computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the City's network and must close or secure all connections to the City's technology resources (*e.g.*, remote desktop, VPN connections, etc.) when not conducting work for the City. Additionally, all devices connected to the City's internal networks must have up-to-date virus and malware protection, as well as ensuring that all operating systems patches are up to date. Users of devices that are not City owned must configure their equipment to comply with the IT departmental security requirements.
- Employees shall ensure that all official City documents are retained and maintained according to normal operating procedures in the same manner as if working at a City worksite and in accordance with the Public Records Act.
- Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the City's records retention policies, especially as it pertains to the Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to City work that they access from the Alternate Worksite or transport from their City worksite to the Alternate Worksite. Employees must also take reasonable precautions to prevent third parties from viewing or in any way accessing or handling sensitive and confidential information that they access from the Alternate Worksite or transport from their City worksite to the Alternate Worksite. Employees must return all records, documents, and correspondence to the City at the termination of the Agreement or upon request by their supervisor, Department Head, or Human Resources.
- Good judgment and common sense should always prevail regarding the appropriate use of the City's remote access tools. It is the responsibility of each City employee to use the City's remote access tools and resources in a lawful, professional, and courteous manner.
- It is up to the requesting department to ensure that proper clearance has been obtained for the employee to perform work for the City of Santa Cruz, and the clearance complies with the terms in ***I-82.7 Technology Access upon Termination or Leave***.

F. LIBRARY INFORMATION TECHNOLOGY REMOTE ACCESS CRITERIA, EQUIPMENT, AND SECURITY

The following defines the technology resources and system standards for City employees supporting the Santa Cruz Public Library System via remote work.

- Remote access to Library-hosted Technology Resources and Systems using the Library's VPN solution will be from Library-issued devices only. All VPN remote access shall be managed by the Library's IT Department. Library IT technicians will assist with configuring and enabling remote access on Library-issued devices via normal procedures and operations and during normal business hours.
- Any employee working remotely that is accessing the Library's Technology Resources and Systems via the Library's VPN solution will be required to utilize a MFA method designated by the Library's IT Department. This may include a requirement to install an MFA application on a personally owned device (cell phone or tablet). Employees that do not have a Library-issued device and do not wish to install an MFA application on their personally owned device can be configured to receive a one-time passcode sent to their Library email account. Employees who do not agree to utilize an MFA method will be denied remote access.
- Library IT technicians will support remote staff. However, Library IT technicians will not provide services at the home. Additionally, Library IT technicians are not responsible for performing service, troubleshooting, or repair on the employee's personal devices and equipment, including Internet services or another non-Library-managed infrastructure used by the employee.
- Staff-owned devices are prohibited from being plugged into a wired data connection with the Library. Any computer equipment procured via a grant or gift that is able to connect to the Internet must undergo an IT cybersecurity review and documentation process before being approved for use.
- To ensure the security and integrity of Library systems, staff members will be required to bring their library-issued devices to the Library IT Department for regular maintenance and updates. The Library IT Department will provide advanced notification when these maintenance sessions need to take place.
- All other standards of this section apply to City employees supporting the Santa Cruz Public Library System. As the Library IT Department further determines the appropriate standard configuration for remote access, the policy will be updated.

G. COMPENSATION

Remote work is optional and working remotely does not change employee compensation. There is no differential for remote work. Employees working remotely who need to return to the City work location will not be compensated for travel, gas, or lodging.

H. PROCESS FOR AN EMPLOYEE TO REQUEST TO REMOTE WORK

To make a request for a remote working arrangement, employees must complete an Agreement and file the completed document with their supervisor or manager.

The employee's supervisor or manager will provide the Agreement to the Department Head, or their designee. In consultation with or based on information provided by the employee's supervisor or manager, the Department Head, or their designee, will make a determination regarding the employee's request to work remotely.

The Department Head will consider requests on a case-by-case basis consistent with the conditions and equipment and security criteria and eligibility considerations above and other factors relevant to the employee's request to remotely work.

The decision of the Department Head regarding an employee's request is final and binding. Neither the employee nor the employee's employee organization possesses any right to appeal or grieve the decision.

I. REVOCATION OF REMOTE WORK

The department may determine that remote work is no longer appropriate for the position or that the employee is no longer meeting the eligibility requirements for remote work. This can be due to changes affecting or altering the department's operations, the employee's remote work site, employee performance issues, or other concerns. The responsibilities of the position may change making remote work no longer appropriate. In this situation, the employee would be required to resume working exclusively at the City location. This decision is entirely within the discretion of the Department Head.

Any breach of the Agreement by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination of employment.



City of Santa Cruz Remote Work Agreement

Employee Remote Work Agreements require the following to be considered.

Employee Name – First: _____ M.I.: _____ Last: _____
Job Title: _____ Work Phone: _____
Work Email: _____ Supervisor: _____
Department: _____ Division: _____

Remote Work Plan

Remote Work Start Date: _____ Remote Work End Date: _____

Remote Work Plan: Describe the work performed while working remotely.

Designated Remote Work Location: Home Other: _____

Will a personal home computer be used to access Microsoft 365 content? Yes No

Are you currently on an Alternate Schedule (i.e. 9/80)? Yes No

Up to two days per week are permitted as remote. If you are on an alternate schedule (i.e., 9/80) then your regularly scheduled day off is considered one of your remote days. The goal is to have staff in the office three days a week.

Please identify your remote days:

Payroll Week 1:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Payroll Week 2:	Sun	Mon	Tue	Wed	Thu	Fri	Sat

Communications Strategy

Identify the primary communication method while working remotely as identified with your Supervisor/Manager:

Microsoft 365 Teams Email Phone Other _____

Remote Work Equipment

Requested remote work equipment: Laptop Monitor

Employee Acknowledgment

I acknowledge that I have read the written copy of the City of Santa Cruz Remote Work Policy and understand the terms of this policy and I agree to abide by them.

Signature: _____ Date: _____

Approvals

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Dept. Head Name: _____

Dept. Head Signature: _____ Date: _____

City Manager Signature: _____ Approved: Yes No

Review and Denial

Reason(s) for denial of the request (e.g. operational need, performance, portability of job duties, in-person nature of job duties, etc.):

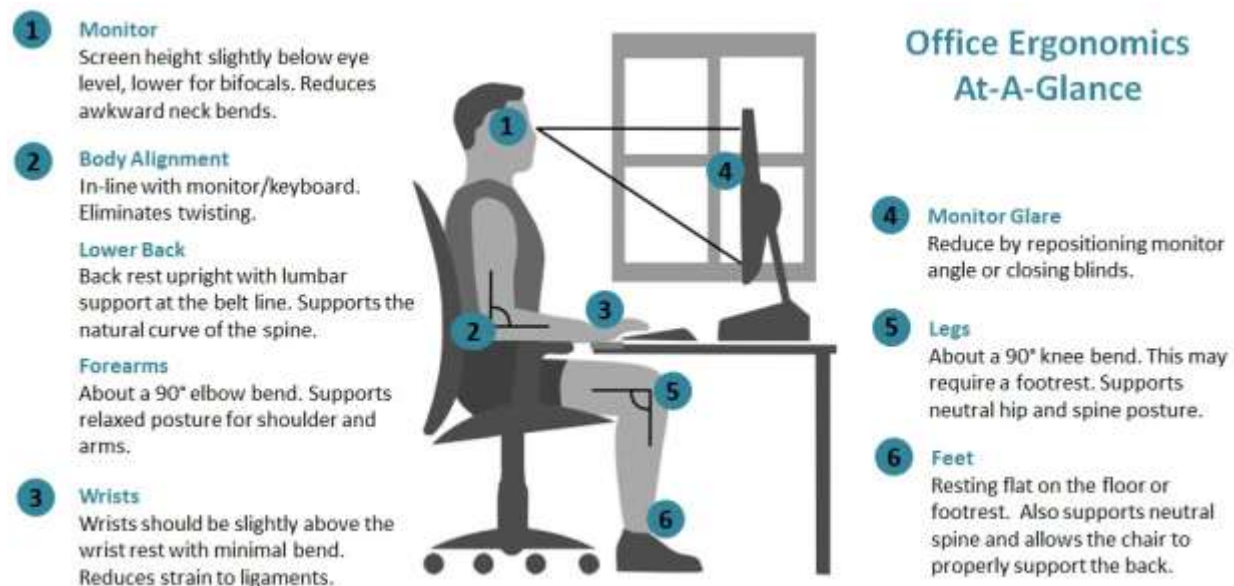
ERGONOMICS SELF-ASSESSMENT CHECKLIST AND SELF-CERTIFICATION FOR THE HOME WORKSTATION

The office ergonomics self-assessment and self-certification is part of the City's Telework Policy. All employees who are approved to work from home are required to complete the self-assessment checklist. As you go through the assessment please note your responses and submit the completed checklist to your supervisor.

If adjusting your workstation is beyond your skill level, or if you are already experiencing discomfort after completing this self-assessment please talk to your supervisor and/or Human Resources to determine the next steps.

Employee Information			
Name			
Title		Department	
Date		Supervisor	

When completing the self-assessment use this guide for optimum postures.



Please answer the following questions. If you select NO, review the recommended actions for potential solutions.

Sitting and Posture - Chair	Yes/No	Recommended Actions
Does your chair provide lumbar/lower back support?		<ul style="list-style-type: none"> Adjust chair back support Adjust backrest angle Purchase a back-support cushion
Are your feet resting flat on the floor or on a footrest? <i>Your knees should be bent at a 90 degree or right angle and your thighs should be horizontal to the floor.</i>		<ul style="list-style-type: none"> Adjust chair height Purchase a footrest

ERGONOMICS SELF-ASSESSMENT CHECKLIST AND SELF-CERTIFICATION FOR THE HOME WORKSTATION

Sitting and Posture - Chair	Yes/No	Recommended Actions
Are your shoulders relaxed, and do your armrests provide forearm support?		<ul style="list-style-type: none"> Adjust armrest height Remove armrests
Do the armrests prevent you from sitting close to your workstation?		<ul style="list-style-type: none"> Adjust armrest height Remove armrests
Is there adequate clearance under the desk? <i>There should approximately 2-inches clearance between thighs and desk.</i>		<ul style="list-style-type: none"> Clear area under the desk of obstructions Raise or lower workstation Raise or lower chair
Is the seat pan properly adjusted? There should be <i>approximately 2-inches</i> (2-3 fingers) clearance between back of your knees and the seat pan.		<ul style="list-style-type: none"> Adjust the seat pan Adjust chair back support Purchase a back-support cushion
Comments:		

Keyboard and Mouse	Yes/No	Recommended Actions
Is the keyboard, mouse, and desk surface at elbow height? <i>Elbows should be close to sides at a 90-110 degree angle.</i>		<ul style="list-style-type: none"> Adjust workstation height if possible. Adjust chair height and use footrest if needed. Move closer to keyboard and mouse
Are your forearms and wrists straight and parallel to the floor? <i>Wrists should be aligned with forearms to prevent flexion or extension</i>		<ul style="list-style-type: none"> Keep forearms and wrists straight and parallel when using the keyboard and mouse Request an ergonomic keyboard (fixed split angle, adjustable angle, or contoured) if an option. Request a vertical mouse if an option.
Are your wrists protected from edges or hard surfaces?		<ul style="list-style-type: none"> Request a wrist rest/gel pad
Does your mouse provide palm support?		<ul style="list-style-type: none"> Request a larger mouse Request a wrist rest
Comments:		

ERGONOMICS SELF-ASSESSMENT CHECKLIST AND SELF-CERTIFICATION FOR THE HOME WORKSTATION

Monitor	Yes/No	Recommended Actions
Is the monitor aligned or centered directly in front of you?		<ul style="list-style-type: none"> Align the monitor If using dual monitors equally, center both in front of you If using secondary monitor intermittently, center primary monitor and place secondary monitor on the side of the dominant eye approximately at a 30 degree angle
Is the top of your screen at or slightly below eye level? <i>Too high or too low causes neck flexion or extension. Note: The height may need to be adjusted lower if you wear bifocals or progressive lenses.</i>		<ul style="list-style-type: none"> Adjust height of monitor Add or remove monitor stand
Is your monitor approximately 18"-29" from your eyes – arm's length? <i>Too close can cause eye strain. Too far may lead to forward head posture and leaning to view screen. Note: The position of the monitor depends on the size of the monitor, font, screen resolution, and user vision.</i>		<ul style="list-style-type: none"> Adjust monitor distance Modify text size as needed Modify screen color or contrast as needed
Is your monitor free from glare?		<ul style="list-style-type: none"> Reposition monitor (perpendicular to window/strong light source) Cover windows Purchase antiglare screen covers
Comments:		

Laptop	Yes/No	Recommended Actions
If you're using a laptop for prolonged periods of time, do you use the following: <ul style="list-style-type: none"> A full-sized keyboard and mouse; Docking station with full-sized monitor or a laptop stand 		<ul style="list-style-type: none"> Request/purchase appropriate laptop accessories
Comments:		

ERGONOMICS SELF-ASSESSMENT CHECKLIST AND SELF-CERTIFICATION FOR THE HOME WORKSTATION

Workspace and Tools	Yes/No	Recommended Actions
Are frequently used items within arm's reach?		<ul style="list-style-type: none"> Avoid overreaching Rearrange workspace
Is there adequate light for writing and reading documents?		<ul style="list-style-type: none"> Purchase an additional light source
Are documents off the flat work surface and located between your keyboard and monitor?		<ul style="list-style-type: none"> Purchase an in-line document holder
When writing or keying while talking on the phone, do you use a headset or speakerphone?		<ul style="list-style-type: none"> Purchase a headset or use speakerphone. Avoid cradling the phone
Comments:		

Breaks	Yes/No	Recommended Actions
Do you take microbreaks?		<ul style="list-style-type: none"> Set a reminder to take a microbreaks (1-2 minutes) at least once per hour Include a stretching routine in your micro breaks
Do you take regular eye or visual breaks? <i>These breaks help prevent eye fatigue.</i>		<ul style="list-style-type: none"> Follow 20-20-20 rule: Every 20 minutes refocus eyes on an object 20 feet away for 20 seconds
Are your activities varied throughout the day?		<ul style="list-style-type: none"> Avoid long periods of continuous computer use by performing a variety of small tasks/errands.
Comments:		

I certify that I have conducted an ergonomic self-assessment of my home workstation and have made adjustments as recommend.

Employee Signature: _____

Date: _____