



DEPARTMENT OF BUSINESS AND FINANCIAL AFFAIRS and HUMAN RESOURCES

How To Request For Ergonomic Equipment And Reasonable Accommodations

To support optimum working conditions during this remote work experience we are providing you with two District processes. These processes will help you secure the ergonomic equipment you need from your office, or allow you to request a reasonable accommodation as it relates to a medical condition. Please follow the instructions:

1. EMPLOYEES WHO NEED ERGONOMIC EQUIPMENT FROM THEIR OFFICE

Employees who need their ergonomic equipment from their office such as a chair, desk, stand/sit desk, etc., may submit a *ServiceNow* request to Facilities. Follow the instructions in the following link:

https://swccd.service-now.com/sp/sp?id=sc_cat_item&sys_id=9cc82a32dbb3a6005e33f8fdae96190d

Enter a detailed description of your need. Under Category select Health and Safety. The work order will then be submitted to James Lee, Maintenance Health and Safety Coordinator who will arrange for delivery as necessary.

For additional ergonomic resources:

<https://ehs.stanford.edu/subtopic/telecommuting-mobile-ergonomics>

<https://uhs.berkeley.edu/bewellatwork/ergonomics>

<https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169>

<https://www.ehstoday.com/health/article/21127667/ergonomics-recommendations-for-remote-work>

<https://www.cnbc.com/2020/03/19/ways-to-make-your-work-from-home-space-ergonomic-better-for-your-back.html>

2. EMPLOYEES WHO NEED TO REQUEST A REASONABLE ACCOMMODATION

Employees submit a request for a reasonable accommodation when there is a need for a work adjustment or change related to a medical condition.

Send an email to rayala@swccd.edu to request a reasonable accommodation.

For more information related to accommodations please visit the following websites:

<https://www.eeoc.gov/statutes/titles-i-and-v-americans-disabilities-act-1990-ada>

<https://www.eeoc.gov/policy/docs/accommodation.html>

<https://www.dfeh.ca.gov/reasonable-accommodation/>