

SIT/STAND DESKS MEDICAL ACCOMMODATION GUIDE FOR SUPERVISORS

A sit-stand desk is just one way to avoid sitting for long periods at a time and counter the negative impact it has on our bodies. It shouldn't be considered a 'fix all' for obtaining adequate physical movement over the course of the day and should be supplemented with a healthy lifestyle and other strategies for sitting less.

The cost of a sit-stand workstation and additional adaptive equipment is the responsibility of the department the employee works in.

Sit-stand workstations can in some instances aggravate existing injuries/medical conditions or present a

- x Work with your employee to identify supports, including accommodations that can help them remain at work if they are able or return to work when it is safe to do so;
- x Maintain communication with your employee in a manner that is appropriate to the situation.

up). Employee's department is responsible for all costs. For extraordinary expenses, funding may be available through the Central Accommodation Fund

6. Supervisor arranges and accommodation review follows
7. Supervisor advises WLC if employee leaves department for the university the desk will move with the employee if it is still a requirement of the medical accommodation

POTENTIAL SOLUTIONS

Employees are encouraged to attend one of HR's office ergonomics courses:

<http://www.uvic.ca/hr/services/home/learning/calendar/index.php>

Tips for sitting less:

- x Stand up every 30 minutes schedule reminders!
- x Conduct standing meetings
- x Suggest Walking meetings when appropriate
- x Stand up to answer the phone
- x Use the printer that is further away
- x Walk to a colleague's desk instead of phoning or emailing
- x Stretch at your desk
- x Eat healthy and stay active
- x Drink more water

What you can do to help:

If you have an employee who has a limitation on the number of hours they are able to sit at one time have them switch tasks more frequently that involve posture change.

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CENTRAL ACCOMMODATION FUND



REQUEST FOR REIMBURSEMENT

Departments are required to contribute towards items or services purchased for a medical accommodation. Funding is available through the Central Accommodation Fund to support the accommodation of employees for extraordinary expenses and when other sources of funding have been exhausted. Please review the terms of reference for more details.

Department _____

Employee Name _____

Supervisor _____

Item(s) _____

Total cost _____

Amount requested for reimbursement _____

Have other sources of funding been reviewed? ...Yes ..No
(carryforward funds, equipment reserves, faculty/dept reserve)

Signatures:

Name- Supervisor: Date

Name- Director/Dean: Date

Submit completed request forms and supporting documentation to:
Rebecca Lumley, Director Total Compensation and Recruitment
Human Resources
lumleyr@uvic.ca