Cosumnes River College

**Standard Operating Procedure**

# SOP TOPIC: Ergonomic Evaluation Process

**The following SOP is intended to outline the process, some of the paperwork, and insurance issues that need to be addressed when employees, including all regular and temporary classified employees, request an Ergo Evaluation request.**

***Definitions:***

The Ergo Evaluation process is to develop and promote a safe learning and working environment for all employees of Cosumnes River College. We use the expertise recommended by the DO to provide the service to accommodate our employee’s needs.

**Ergo Evaluation Request**:

1. Employee will request the Ergo Evaluation from the supervisor. The supervisor will request the Ergo Evaluation from the VPA’s office. Please indicate in the email what the main issues the employee is having at their work station.
2. The VPA office will email the DO requesting for the employee to have an Ergo Evaluation.
3. Once approved, the request will be submitted to DO they will contact the employee directly to schedule an Ergo Evaluation.
4. DO will email the report with the recommendations to the College VPA office. The VPA office will review the report and make recommendations.
5. Once the reports have been approved by the VPA Office. The VPA office will email the approved report to the supervisor.
6. The items recommended will be ordered by the VPA Office.
   1. If the requested area is a Categorical program or grant funded program/service then they will provide a budget string for the VPA office to place the order(s).