



Employee Workstation Adjustment Request Form

Purpose: *This form is to be used when an employee desires an adjustment to their workstation set up, such as moving a monitor or keyboard to an alternative location to make the workstation more effective. City work stations are designed to be uniform, but adjustable. Requests for new or different furniture or workstation re-configurations will not be considered as a “workstation adjustment.” This form may also be used if an employee needs instruction on how to adjust their workstation components, or requires assistance to make the adjustment. Adjustable workstation components include: chairs, computer monitors, keyboard trays, and work table surfaces.*

Instructions:

- Complete this request form and have your supervisor sign and date it.
- Send the signed form to Dorothy Mandujano in Human Resources and keep a copy for your files.
- Risk Management will arrange for an ergonomist to provide the needed evaluation and adjustments.
- Call at 620-6810 with any questions.

Employee Name:			
Department:	Division:		
Date of Request:	Phone:		
Location/Worksite:			
<u>Workstation Components:</u> Computer Monitor Chair Keyboard Tray Desktop Surface Other (List):	<u>Check the box that applies</u> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Needs Instruction on how to adjust</td> <td style="width: 50%; text-align: center;">Needs Adjustment</td> </tr> </table>	Needs Instruction on how to adjust	Needs Adjustment
Needs Instruction on how to adjust	Needs Adjustment		
Department Head:			
Department Head Signature and Testament: I have reviewed the adjustment requested by this employee and concur in the need for a workstation adjustment.			
Signature: _____ Date: _____			
Approved: _____ Date: _____			