



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 Patricia Holman in Risk Management and keep a copy for your files.
- Risk Management will arrange for either an ergonomist or furniture installer to provide the needed adjustments.
- Call Patricia Holman at 620-6974 with any questions.

Employee Name:	
Department:	Division:
Date of Request:	Phone:
Location/Worksite:	
Workstation Components:	
	<u>Check the box that applies</u>
	Needs Instruction on how to adjust
	Needs Adjustment
Chair	
Computer Monitor	
Keyboard Tray	
Desktop Surface	
Other	
(List): _____	
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: _____