

# **VRIS UPDATE**

## **Ergonomic Assessments/Worksite Accommodations August 11, 2008 Number 178**

### **SUMMARY OF UPDATES**

The Ergonomic Assessments/Worksite Accommodations Manual Chapter has been revised. The revisions were made to address Office Director requests for clarification and suggestions for additional content. The Employee Equipment Requests section in the previous Manual Chapter has been removed. This section has now become a separate Manual Chapter entitled Equipment Requests. Additional guidance has been provided to address how to proceed if during the Ergonomic Assessment it is determined a new staff person is found to need worksite accommodations resulting from a disability. The references to "Office Director" have been removed and replaced with "Supervisor". This was necessary to clarify that any manager with supervisory responsibilities needs to adhere to the policies outlined in the Manual Chapter.

### **VRIS POSTING**

The Ergonomic Assessments/Worksite Accommodations Manual Chapter and the Equipment Requests Manual Chapter have been placed on VRIS. They may be found under Administration – Personnel.

### **TEAM COMMUNICATION**

Office Directors should discuss these Manual Chapters with their staff at their next Team Meeting. It is important that all Team members are well informed regarding the policies and procedures for both disability and non-disability related requests for accommodations and equipment.

### **LEADERSHIP CONTACT**

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