

College Procedure: 403.5 – Wellness Office Equipment

Policy Reference: 403 – Workplace Safety
Responsible Department: Human Resources
Approval Authority: Cabinet
Procedure Owner: Vice President, Human Resources
Effective Date: 10/01/2015

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

Kirkwood Community College is supportive of employee wellness initiatives using office equipment. This procedure explains approved office equipment options that support employee wellness.

The Procedure

Kirkwood supports the use of standing desks. Standing desks may offer wellness and ergonomic benefits. Many desks offer both standing and sitting options.

Cost:

Employees interested in a standing desk must purchase the desk with personal funds unless Human Resources has approved an ADA accommodation.

Employees may be held responsible for damage to Kirkwood property because of use of a standing desk. Employees must follow the Standing Desk process and complete an installation request form.

Safety:

To ensure proper use and employee safety, the following safety practices must be followed:

- Follow guidelines on the standing desk tips handout.
- The desk must be installed and/or moved by Facilities employees.
- No physical alterations are allowed.
- Follow the manufacturer's instructions for proper use.

Office modifications, including alternate standing desk models not endorsed by Kirkwood, must be reviewed and approved by the Director, Risk & Transfer and Facilities. Handmade desk alterations are not allowed.

No other desk modifications or wellness office equipment is allowed, without ADA accommodation. Unapproved office equipment is subject to removal by Facilities. Exercise equipment such as treadmills and exercise balls are not allowed. If you have concerns regarding office equipment, you may request an ergonomics assessment by contacting Human Resources.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	10/01/2015	Jim Choate, Vice President, Finance	New procedure
2	05/17/2017	Mick Starcevich, President	New template
3	07/09/2019	Cabinet	Procedure template