



**MEMO**

**PREAUTHORIZATION REQUIRED FOR NONSTANDARD CHAIRS AND FURNITURE**

Wednesday, January 22, 2020

To: Department Heads

Happy New Year! This is your annual reminder regarding chair and furniture acquisitions and alterations to workstation equipment. Please do not permit your employees to bring their own chairs or other furniture into the workplace without consultation with my office. Additionally, please consult with my office for any employee requests for alterations to their desktop workstation equipment, such as alternative computer monitors, "ergonomic keyboards", or speech or text software.

We must conduct a timely, good faith, **individualized** interactive process with each employee who wishes to bring nonstandard chairs or furniture from home or elsewhere or alternative workstation equipment into the workplace for their personal use at work. A chair or similar seating device, or alternative ergonomic equipment/devices approved through an individualized interactive process may only be used by the employee for whom it was approved, so please discourage others from trying out the special equipment. This policy is for the protection of the County and the employee with a specifically documented and individualized need. Please give me a call if you have any questions.

In service,

A handwritten signature in blue ink, appearing to read "Aaron Holmberg".

Aaron Holmberg  
Risk Manager