

CAPS PROPOSAL

Bargaining Unit: 10

Date: February 9,
2022; 1:55PM

Exclusive Representative: CAPS

Article: 6

Subject: Business and Travel Expenses – Allowances and Reimbursements

6.3 Business Equipment, Materials and Supplies, and Ergonomic Evaluations

- A. The State shall provide all business equipment, materials and supplies deemed necessary by the State. Business equipment, materials and supplies provided pursuant to this Section are State-owned or leased property which will be maintained as the State deems necessary. Employees issued State-provided business equipment, materials and supplies shall be held responsible for loss of and/or damage to those items other than that incurred as the result of normal use, wear or through no fault of the employee.
- B. It is the intent of the State to provide business equipment, materials and supplies to enable the employees to perform assigned duties and responsibilities.
- C. Upon the request of the employee, the State shall provide an ergonomic evaluation of the employee's primary workstation by a trained evaluator. The State shall take action as it deems necessary to make the following equipment available to all employees that use computers:
 - 1. Glare screens;
 - 2. Document holders;
 - 3. Adjustable and/or ergonomic chairs;
 - 4. Ergonomic keyboards and mice;
 - 5. Foot and wrist rests;
 - 6. Telephone and/or computer headsets;
 - 7. Ergonomic computer table and supports;
 - 8. Wheeled carriers;
 - 9. Alternative pointing devices (rollerball, trackball, touch-pad, etc.) as necessary
 - 10. Alternative lighting, as necessary.
- D. The State shall provide instruction in the proper operation and adjustment of computers and workstation equipment. Both parties will encourage employees to properly use computer equipment. The State shall maintain the "Easy Ergonomics for Desktop Computer Users" booklet which will be available to all departments for training purposes.