

Allowable Reimbursements -Ergonomic Office Equipment-

Administrative Policy Manual 4-13, Article 4 “Employee Responsibility for Teleworking Costs and Equipment”

Teleworking Costs:

Employees may use County supplied ordinary and necessary office supplies such as writing supplies, paper, letterhead, post-it notes, tape, etc. for their telework location. Employees should follow their department’s normal protocols regarding accessing and ordering these types of supplies. These supplies are to be used for County work only.

Employees are responsible for costs associated with the use of computer and/or cellular equipment, including data or maintenance costs, internet service, energy, home workspace furniture, and ergonomic equipment.

Equipment:

Employees may use personal computer equipment or authorized equipment assigned to the employee such as a laptop. Department authorized equipment requires department approval. County and department IT and security policies and practices must be followed.

Employees may request reimbursement for equipment that is authorized under the Staff Development and Wellness program.

Staff Development Benefit:

Tax Treatment: Taxable

Applies to: Groups 1, 2 and 3¹

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PLEASE NOTE: In the event the equipment is needed as part of a reasonable accommodation **in conjunction with a documented work restriction**, please discuss the need with your HR Liaison prior to making the purchase and seeking reimbursement.

Employees who have been approved to telework may be reimbursed for the following ergonomic office equipment as part of their staff development/wellness benefit.

Requirement: Employees must attach approved telework agreement for each eForm claim submission.

| Allowable Reimbursement Costs |
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| Cushions for office chair seat, lumbar support, and armrest |
| Ergonomic document holders |
| Footrests |
| Laptop stands |
| Lap desks |
| Monitor risers |
| Office chairs |
| Office desks |
| Wrist pad for keyboard and mouse |

¹Group definitions include the following bargaining units:

Group 1: ESC (75), SCLEA (30,40,41,70), SCPA (45), SCPDIA (55,56), SCPDAA (60), SEIU² (01,05,10,25), WCE (21)

Group 2: Local 39 (85)

Group 3: Salary Resolution (00,49,50,51,52)

² SEIU MOU allows staff development reimbursement through 6/30/2025

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The following provides a list of exclusion examples. **This list is NOT all inclusive**, and the County reserves the right to exclude any expense which may not conform to the intent for the use of County funds or resources.

Employees are encouraged to seek guidance from the Human Resources Department at StaffDev@sonoma-county.org for clarification of these exclusions and reimbursable expenses before incurring the expense.

Non-Allowable Costs for Reimbursement

- Consumable computer / laptop supplies (e.g. paper, ink cartridges, etc.)
- Costs associated with the use of computer and/or cellular equipment, including data or maintenance costs, internet service, energy
- Credit card statement payments
- Disposable batteries
- Extension cords
- Financed amounts or installment agreements for purchased goods (Only the monthly installment bill with proof of payment is eligible for reimbursement)
- Gift cards, gift certificates, in-store credits – purchases paid using these and other similar forms of payment cannot be reimbursed
- Installation costs
- Interest costs on leases, lease purchases, loans, etc. for purchased goods
- Loans and loan fees
- Maintenance costs
- Ordinary and necessary office supplies such as writing supplies, paper, letterhead, post-it notes, tape, writing instruments, etc.
- Parts replacement, add-on parts
- Personal living furniture (e.g. reclining chairs, armchairs, massage chairs, dining tables, side tables, coffee tables, lighting fixtures, beds, mattresses, massage chairs and vibrating chairs)

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- Rental fees associated with storage
- Repair costs
- Service, maintenance agreements, and warranties