



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 06/02/2022

Amended* Post Date:

The following documents are included in the packet for the Personnel Packet on June 9, 2022:

- 1) Agenda
- 2) Minutes from 05/12/2022
- 3) Resolution Establishing 2023 Annual Budgeted Allocation for Pay for Performance
- 4) Resolution Relating to Creation of One Real Property Lister/Deputy Treasurer Position and Eliminate One Chief Deputy Treasurer Position in the County Treasurer's Office
- 5) Telecommuting Policy



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Personnel Committee Meeting Notice

Date: Thursday, June 9, 2022 Time: 3:00 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI

Amended* AGENDA

Committee Members

Dave Abendroth,
Chair
Luke Dretske, Vice-Chair
Nita Krenz
Robert Schweder
Sue Wendt

Elizabeth Otto,
Secretary

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 05/12/2022
5. Public Comment (3 minute limit)
6. *Appearances:
 - *Chief Deputy Matt Vande Kolk- Pay for Performance Changes
 - *DHHS Director Jason Jerome – Pay for Performance Changes
7. Resolution
 - Establishing 2023 Annual Budgeted Allocation for Pay for Performance
 - *Relating to Creation of One Real Property Lister/Deputy Treasurer Position and Eliminate One Chief Deputy Treasurer Position in the County Treasurer's Office
8. Discussion Regarding Telecommuting Policy
9. Discussion Regarding 2023 Health Insurance
10. Committee Discussion
 - Future Meeting Dates: July 14, 2022 @ 3:00 PM
 - Future Agenda items for action & discussion
11. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Topic: Personnel Meeting

Time: Jun 9, 2022 03:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89704420151?pwd=OHM2MVg4a284N2RWaUZlXQ2d0S3NOdz09>

Meeting ID: 897 0442 0151

Passcode: 647831

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

PERSONNEL COMMITTEE MEETING
May 12, 2022

The regular meeting of the Personnel Committee was called to order by County Clerk Liz Otto at 3:00 PM on Thursday, May 12, 2022 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via Zoom. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Dave Abendroth
 Luke Dretske
 Nita Krenz
 Bob Schweder
 Sue Wendt

Other County Employees Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Carleen Rhode, HR Coordinator; Jason Jerome, HHS Director; Mark Podoll, Sheriff; Matt Vandekolk, Chief Deputy

ELECTION OF CHAIR

County Clerk Liz Otto called for nominations for Chair. Supervisor Dretske nominated Dave Abendroth. Otto called for nominations 3 times. *Motion/second (Schweder/Wendt)* to close nominations and cast a unanimous ballot for Abendroth as Chair. Motion carried with no negative vote.

ELECTION OF VICE CHAIR

Chair Abendroth called for nominations for Vice Chair. Supervisor Krenz nominated Luke Dretske. Supervisor Wendt nominated Bob Schweder. Abendroth called for nominations 3 more times. Show of hands – Dretske (3), Schweder (2). Luke Dretske declared Vice Chair.

MINUTES OF 02/14/2022

Motion/second (Schweder/Wendt) to approve the minutes of the 02/14/2022 meeting as presented with no corrections or changes. Motion carried with no negative vote.

PUBLIC COMMENT – none

RESOLUTIONS

- **Resolution Relating to Eliminating the HHS Billing Specialist/Administrative Coordinator Position and Creating a Billing Specialist Position and Designating One Data Entry/Reception position within the HHS Administrative Department as the Lead**

Chair Abendroth asked Jason Jerome to explain the resolution. Jerome stated this is part of his ongoing plan to restructure the HHS department. This resolution is shifting duties from one position to another.

Motion/second (Wendt/Krenz) to approve the resolution and forward to County Board for final approval. Motion carried with no negative vote.

- **Establishing 2023 Annual Budgeted Allocation for Pay for Performance**

Corporation Counsel Dawn Klockow explained the resolution due to County Administrator's absence. **Motion/second (Schweder/Dretske)** to allow Chief Deputy Matt Vandekolk to speak. Motion carried with no negative vote. Vandekolk stated some of the issues within the Sheriff's Office and the pay for performance policy currently in place. Discussion held. This will be discussed further next month. No action taken.

DISCUSSION REGARDING 2023 HEALTH INSURANCE

County Clerk Liz Otto explained the current processes used for HSA distribution, opt out options, and the health insurance options for part time employees. Otto pointed out that the current policy of paying a 20% stipend for higher priced networks will come to an end on December 31, 2022. Discussion held. This will be discussed further at the next meeting.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Next meeting date set for June 10, 2022 @ 3:00 PM

Future agenda items:

ADJOURNMENT

Chair Abendroth adjourned the meeting at 3:36 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2022

Establishing 2023 Annual Budgeted Allocation for Pay for Performance

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of June 2022, does resolve as follows:

- 1 **WHEREAS**, Green Lake County strives to provide maximum service to its residents
 - 2 while minimizing the financial impact of county taxes on taxpayers, and
 - 3 **WHEREAS**, Green Lake County continues to operate under State imposed budgetary
 - 4 constraints while providing mandated services, and
 - 5 **WHEREAS**, Green Lake County has now established a policy and practice of
 - 6 compensating employees based on a competitive market salary rate, the quality of their
 - 7 performance, and future non-union wage adjustments are based on the merits of
 - 8 employee performance, and
 - 9 **WHEREAS**, the County Administrator is developing the 2023 Proposed Annual Budget
 - 10 for review and adoption by the Green Lake County Board in November 2022, and wage
 - 11 costs must be incorporated into the proposed budget.
- 12 Majority vote is needed to pass.

Roll Call on Resolution No. -2022

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 21st day of June 2022.

Robert Schweder

Sue Wendt

County Board Chairman

Dave Abendroth

ATTEST: County Clerk
Approve as to Form:

Luke Dretske

Corporation Counsel

Nita Krenz

13 **NOW THEREFORE BE IT RESOLVED** by the Green Lake County Board of
14 Supervisors that for staff hired prior to July 1, 2022, each 2023 departmental budget
15 shall include an amount equal to +/- 3.00% of gross wages to be allocated accordingly
16 to staff based on the merits of employee performance as established during their
17 individual annual performance review, and

18 **BE IT FURTHER RESOLVED** that any performance based wage increases will be
19 effective January 1, 2023, with back pay distributed no later than the first payroll of May
20 2023 following finalization of the annual performance evaluation process with the funds
21 being awarded strictly on the merits of each individual employee's performance, and

22 **BE IT FURTHER RESOLVED** that any departmental funds budgeted for these merit-
23 based wage adjustments remaining after the annual performance review process has
24 been completed shall be applied by the Financial Manger to any department merit pay
25 line shortages and then transferred to the Non-Lapsing Retirement/Salary/Fringe Pool
26 (Acct# 23-101-23-51820-999) to be available to cover budget variations that occur due
27 to internal position postings, new position hires, retirements, merit pay variations, etc.
28 that are unknown variables that impact budgeted salary/fringe benefits for the year, and

29 **BE IT FURTHER RESOLVED** that the purpose statement and fiscal note is a directive
30 of the Green Lake County Board.

31 **FISCAL NOTE:** For 2023 the levied general pay increase based on employee
32 performance shall not exceed **\$333,000.00**. Budgeted proceeds not allocated as a merit
33 increase shall be transferred to the Non-Lapsing Retirement/Salary/Fringe Pool (Acct#
34 22-101-23-51820-999) to cover budget variations that occur due to internal position
35 postings, new position hires, retirements, merit pay variations, etc. that are unknown
36 variables that impact budgeted salary/fringe benefits for the year.

37 The county adjusts its wage scale annually on each July 1st using the January WERC
38 rate, since the WERC rate is the maximum increase allowed by statute for union
39 bargaining. The 2022 WERC chart is shown below to show the trend of inflation for the
40 current year.

Consumer Price Index Calculation Chart (updated last on 04-12-22)

The Wisconsin Department of Revenue (DOR) has advised the Wisconsin Employment Relations Commission (WERC) that the CPI-U increase applicable to one-year collective bargaining agreements with a term beginning on the following dates is as noted in the corresponding column in the chart below.

Beginning date of one-year collective bargaining agreement	Applicable CPI-U as determined by WI Department of Revenue
October 1, 2022	6.22%
September 1, 2022	5.72%
August 1, 2022	5.21%
July 1, 2022	4.70%
June 1, 2022	4.23%
May 1, 2022	3.76%
April 1, 2022	3.33%
March 1, 2022	3.00%
February 1, 2022	2.67%
January 1, 2022	2.30%

RESOLUTION NUMBER -2022

**RELATING TO CREATION OF ONE REAL PROPERTY LISTER/DEPUTY
TREASURER POSITION AND ELIMINATE ONE CHIEF DEPUTY TREASURER
POSITION IN THE COUNTY TREASURER'S OFFICE**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 21st day of June 2022, does resolve as follows:

- 1 **WHEREAS**, the County Treasurer has reviewed the needs of the office and has
- 2 determined that the creation of a Real Property Lister/Deputy Treasurer position will
- 3 enhance the management and efficiency of the County Treasurer's Office; and,
- 4 **WHEREAS**, the position of position of Real Property Lister/Deputy Treasurer will take
- 5 the title of Real Property Lister performing the duties of the Real Property Lister.
- 6 Majority vote is needed to pass.

- Approved by Personnel**
 Disapproved by Personnel

Roll Call on Resolution No. -2022

Submitted by Administrative
Committee

Ayes , Nays , Absent , Abstain

David Abendroth, Chair

Passed and Adopted/Rejected this 21st
day of June 2022.

Dennis Mulder

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Gene Thom

7 **WHEREAS**, Real Property Lister/Deputy Treasurer, in addition to the duties of Real
8 Property Lister, will also perform the duties of Deputy Treasurer; and

9 **WHEREAS**, the job description for the Real Property Lister/Deputy Treasurer is
10 attached hereto and approved.

11 **NOW THEREFORE BE IT RESOLVED**, that the Real Property Lister/Deputy Treasurer
12 position shall be placed in Pay Group 12.

13 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of
14 Supervisors hereby create one position of Real Property Lister/Deputy Treasurer
15 effective July 1, 2022, and eliminate the position of Chief Deputy Treasurer.

16

17 **FISCAL NOTE:**

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: REAL PROPERTY LISTER/DEPUTY COUNTY TREASURER

DEPARTMENT: COUNTY TREASURER'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY TREASURER

SUMMARY:

Under the supervision of the County Treasurer, the Real Property Lister/Deputy County Treasurer performs a variety of responsible clerical and accounting duties in the department, while serving as principle assistant to the Treasurer. Responsible for locating, mapping, identifying, verifying, and keeping current the owner and legal description of every parcel of land in Green Lake County, along with respective land class and values. Maintains efficient operation of the office and performs related work as required.

DUTIES AND RESPONSIBILITIES: REAL PROPERTY LISTER

- Update landowner records from transfer documents which includes tracking ownership changes accurately through the Register of Deeds Office.
- Make and keep accurate listings and descriptions of all parcels, as well as mapping parcel changes.
- Enter all assessment changes on a yearly basis and supply assessor forms as requested, as well as producing assessment rolls.
- Provide county wide database information pertaining to all property records including new ownership names, addresses, parcel numbers, legal descriptions, surveys, plats, and acreage to other departments, agencies, private businesses, and the general public in person, over the telephone, fax, or internet.
- Notify zoning office of possible land division violations.
- Communicate with drafting parties any possible error contained in transfer documents, surveys, plats, and other recorded documents.
- Serve as the central office for landowners for securing new fire numbers, relaying numbers to interested departments/individuals, and updating fire number lists.
- Work closely with members of the Land Information Council.
- Maps parcel changes created by "splitting" parcels or changes referenced by recorded Certified Survey Maps.

DUTIES AND RESPONSIBILITIES: TREASURER

- Assists in the collection and receipting of all tax monies and general revenue monies from all taxpayers and County Departments.
- Responsibility for the overall management of the office in the absence of the County Treasurer.
- Completes daily deposit slips and deposits collected funds into the bank, after balancing all money and receipts, when needed.

- Research general and technical information regarding assessments, taxes, and legal descriptions in response to telephone or personal inquiries. Identifies and locates parcels by the legal description.
- Performs data entry and handles all aspects of the Tax Collection Program including generating end of month reports, preparing tax bills, and preparing and maintaining tax rolls. Performs other related duties as assigned.
- Works cooperatively with office staff and local officials in the preparation of tax bills and rolls for all municipalities.
- Works cooperatively in the receipting of tax bills for all real and personal property and balancing the same for a bank deposit.
- Works cooperatively with office staff in the receipting of the first installment for those municipalities which the county collects that installment for, which involves balancing and transferring to the local municipality the correct funds received and balancing the same throughout the collection period.
- Assists the treasurer in entering data received from the local treasurers regarding first half tax payments.
- Assists in the preparation of payroll and general maintenance checks.
- Compiles and print reports relating to tax payments and balances.
- Compiles statistics and information for monthly, quarterly, and annual reports and meetings. Reports include: Taxes and License fees, Register in Probate, and Transfer Return.
- Assists in the preparation of financial statements and settlements as needed.
- Maintains a subsidiary ledger of receipted money and expenditures.
- Assists land description with the update of property description maintenance, as well as assisting the public with phone calls and inquiries regarding the same.
- Serves as a back-up for the Treasurer in regard to tax settlement verification and the ability to assume this function if necessary. The tax settlement determines the amount due to all taxing entities throughout the year.
- Assists the County Treasurer in keeping an account of all monies received for taxes, and a separate account of money received and disbursed by the County Treasurer.
- Serves as a back-up for the Treasurer in regard to the bond issue and repayment of the justice center loan and corresponding schedules of payments and investments.
- Performs routine filing and clerical work as required
- Research, compile, and maintain parcel/owner and other pertinent information regarding Tax Deed process.
- Maintains accounts receivable and collection of aged accounts.
- Research, compile, and maintain Lottery Credit information for parcels.
- Obtain documents for maintaining land records.

SKILLS AND ABILITIES:

- Knowledge of and ability to understand rules that govern the office of the County Treasurer, taxes, and assessment. The qualified person must be able to explain tax bill preparation, mill rates, and assessments to taxpayers and interested parties.
- Knowledge of County programs, funding sources, and specific regulations governing expenditures and revenues.
- Skill and ability to accurately perform mathematical calculations with a 10-key calculator; skill and ability to type accurately and with attention to detail.
- Reading and writing involving complex legal descriptions and following metes and bounds descriptions.
- Knowledge of principles, practices, and techniques of public administration.
- Ability to work under pressure to meet deadlines.
- Thorough and extensive knowledge of standard accounting principles; skill to apply these principles to specific work products.
- Ability to manage multiple projects and prioritize multiple tasks and demands.
- Knowledge of and ability to learn detailed land descriptions.
- Excellent math skills required.
- Ability to make decisions in accordance with laws, regulations, and established procedures.
- Ability and skill to perform property maintenance on tax parcels, especially personal property parcels.
- Ability to maintain office equipment, including the replacement of paper, printer cartridges, and similar functions.
- Ability and skill in the use of various software, with emphasis on Word and Excel; computer literacy and proficiency in computer applications is essential.
- Ability to import and export files to and from the Assessors.
- Proficiency with developing and using excel spreadsheets required.
- Knowledge of business correspondence format, grammar, English, and spelling.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to work under limited supervision once the job training is completed.
- Ability and skill to perform proofreading; must be accurate and be a detail-oriented person.
- Employee is expected to be presentable in proper work attire.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalency; one to two years post-high school education in accounting or business courses preferred. Mapping/GIS experience preferred.

EXPERIENCE / JOB KNOWLEDGE: Computer, printers, telephone, copy machine, calculator, folding machine, and fax machine. Any equivalent combination of education

and experience which provides the necessary knowledge, skills, and abilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects, or fingering, which includes typing or writing. Walking, standing, or sitting, and using far and near vision is used 100% of time. Activities done 5% of the time include: stooping, kneeling, climbing, reaching, and low to medium lifting (10 lbs. to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending, or twisting would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: 95% of the time is spent indoors; 5% of the time is spent on duties out of the office.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

Created: February 2018



GREEN LAKE COUNTY TELECOMMUTING REQUEST FORM

Note: *These conditions for telecommuting must be agreed to by the employee and supervisor and are subject to Department Head and County Administrator approval.*

My reason for this request MUST BE SPECIFIC: (i.e. caring for a child who is out of school, mandatory quarantine, showing symptoms, out of state travel, etc.) _____

My position is: Salary Hourly

My telecommuting arrangements will begin on (effective date): _____

I will work at the following location(s): _____

I will telecommute _____ days per week or _____ hours per week.

My specific weekly schedule will be: _____

My telecommuting work hours will be from _____ a.m. to _____ p.m.

I can be contacted by the following phone number _____
[] County provided cell phone [] Personal phone number

I will/will not test telecommuting by accessing my home network/wireless and connecting to the Green Lake County VPN.

I have adequate Internet access, my Internet Service Provider is _____
Green Lake Co. recommends no less than 6mbps.

I will/will not be using county-owned equipment, at the work location shown above and understand that I am responsible for said equipment, as stated in the County's Voluntary Telecommuting Arrangement.

I understand and agree to the job assignments or tasks to be completed under my telecommuting arrangement with my supervisor. (Supervisors may attach a specific written statement of job assignments and additional expectations if desired)

Employees are reminded during working hours they must comply with all existing policies as defined in the Green Lake County Personnel Policies and Procedures Manual including meal/break periods, confidentiality, and electronic communications.

If technical support is needed for the Green Lake Co. laptop, please call the Green Lake Co IT Helpdesk 920-294-4160 from hours 8am to 4:30pm. Please know, Green Lake Co. IT Helpdesk will not be able to support your home network/wireless/Internet.

Telecommuting Equipment Policy:

- The employee agrees not to use any Green Lake County equipment for private purposes, nor to allow family members or friends access to that equipment.
- The employee shall promptly return all Green Lake County owned equipment and data documents when required by the employee's supervisor.
- When using Green Lake County equipment or software, the employee agrees to follow all software-licensing provisions agreed to by Green Lake County.

- The County may pursue recovery from the employee for any county property deliberately or negligently damaged or destroyed while in employee’s care, custody, and control.
- The County is not responsible for private property used, lost, damaged, or destroyed.
- The County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee’s residence for telecommuting location.
- Meetings with clients and/or visitors conducting business with Green Lake County will be held at County facilities unless otherwise directed by the Department Head.
- Telecommuting employee agrees to comply with all Green Lake County policies and procedures, specifically those policies regarding computer use and electronic communication as defined in the Information Technology Use Policy, Use of County Equipment Policy and Social Media Policy of the Green Lake County Personnel Policy and Procedure Manual.

Other Conditions:

Employees may, at the discretion of their immediate supervisor, be called to work at their centrally located worksite on their regular telecommute day during their regular work hours to meet workload requirements. This agreement may be terminated at any time.

By signing below, I am indicating I have read the Green Lake County Telecommuting Policy – Appendix Q and agree that the telecommuting work schedule complies with Green Lake County policies and procedures, Fair Labor Standards Act (FLSA), and state regulations. I understand this telecommuting arrangement is a privilege and may be terminated at any time by my employer.

Requested by:

Employee Name: _____

Employee Signature: _____ Date: _____

Approval:

Supervisor Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Administrator Signature: _____ Date: _____



TELECOMMUTING HOME OFFICE SAFETY CHECKLIST

To be completed Semi-Annually and stored within the respective Department

General	Yes	No	N/A
Workspace is away from noise, distractions, and is devoted to your work needs?			
Workspace accommodates workstation, equipment and related material?			
Floors are clear and free from hazards?			
File drawers are not top-heavy and do not open into walkways?			
Phone lines and electrical cords are secured under a desk or along a wall and away from heat sources?			
Temperature, ventilation and lighting are adequate?			
All stairs with four or more steps are equipped with handrails?			
Carpets are well secured to the floor and free from frayed or worn seams?			
Fire Safety	Yes	No	N/A
There is a working smoke detector in the workspace area?			
A home multi-use fire extinguisher, which you know how to use, is readily available?			
Workspace is kept free of trash, clutter and flammable liquids?			
All radiators and portable heaters are located away from flammable items?			
You have an evacuation plan so you know what to do in the event of a fire?			
Electrical Safety	Yes	No	N/A
Sufficient electrical outlets are accessible?			
Computer equipment is connected to a surge protector?			
Electrical system is adequate for office equipment?			
All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?			
Equipment is placed close to electrical outlets?			
Extension cords and power strips are not daisy chained and no permanent extension cord is in use?			
Equipment is turned off when not in use?			
Computer workstation	Yes	No	N/A
While seated at your desk your elbow height equals desk height; adequate space so that items used frequently are within arm's reach?			
Wrists or hands to not rest on sharp edges?			
Chair casters (wheels) are secure and/or the rungs and legs of the chair are sturdy?			
Chair is adjustable?			
Your feet are on the floor or adequately supported by a footrest?			

There is sufficient light for reading? Glare minimized?			
The top of the screen and/or document holder is at eye level?			
There is space to rest the arms while not keying?			
Relaxed arm position during keyboarding (elbows @ 90 degrees; forearms parallel to the floor); Wrists not flexed or extended or bent to either side? Relaxed fingers and hands?			
Position of mouse allows for proper arm posture; wrist in neutral position; full arm motion used when using mouse?			
Other Safety/Security Measures	Yes	No	N/A
Files and data are secure?			
Materials and equipment are in a secure place that can be protected from damage and misuse?			
You have an inventory of all equipment in the office including serial numbers?			
If applicable, do you use up-to-date anti-virus software, keep virus definitions up-to-date, and run regular scans?			

Form Completed by: _____
Signature

Date: _____

Reviewed by: _____
Department Head or Unit Manager Signature

Date: _____