

# Standing Work Stations

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Standing desks are a hot trend, and their possible benefits have been widely publicized, including improved health and productivity. In the same breath, standing workstations may not be for everyone ... including people with health conditions that could be aggravated by prolonged standing, or cause stress to the joints.

While standing desks may not be for everyone, we recognize the benefits of mobility and, as such, have the following guidelines in place:

1. Any staff member may request the installation of a ***sit-to-stand keyboard tray*** by completing a Facilities ticket. Installation will occur within 30 days upon ticket completion.
2. Any ***new*** branch built, will include a “Desk Bridge Electric Lift” or “Cubicle Worktop Electric lift” which allow both sitting and standing options at all standard sit-down work stations. (For simplicity purposes, these will be referred to as “***standing desks***”.) Because many branch roles already see quite a bit of movement in their day to day activities based on retail service to our membership, there are no planned installations at other branch offices at this time.
3. Upon individual request and letter of medical recommendation, in accordance to the requirements of the ADA, we will review and make every effort to determine whether or not to provide a ***sit-to-stand keyboard tray*** or a ***standing desk*** as a form of reasonable accommodation for a disability or medical condition. Letters of medical recommendation must be forwarded directly to HRBenefits.
  - Once installed, the standing desks will remain permanent where they were placed, and will not “follow” an employee within or to other departments. A new request must be made requesting a new lift in the event of relocation.
  - If a space with a lift becomes unoccupied, it may be backfilled with another employee. If a new need arises, please make an effort to move people to existing stations if occupied by someone not needing a lift.

If you have any follow-up questions, please contact HRBenefits.