

MIDDLEBURY COLLEGE

Office Desk Chair Policy

December 2004

New Position:

A new desk chair will be provided for the employee and the cost will be expensed through Facilities Management.

Replacement Position:

A new hire “inherits” the chair left behind by the person who has left the Department. If the new employee would like a new chair, the cost of the chair will need to come from the Department’s budget (or the Senior Budget Administrator’s supplement to that budget if the Department budget is not large enough to cover the cost).

Leave Replacement:

If a leave replacement is using the office of someone who is on an “away” leave, the desk chair would remain in the office for the leave replacement to utilize. If a leave replacement is using the office of someone who has been granted an “on-campus” office and has taken the desk chair with him/her as part of the move to the on-campus office, then a chair for the leave replacement will be provided for the period of replacement from the Facilities Management used chair inventory.

Ergonomic Issues:

If a person is experiencing ergonomic problems, that person needs to have an assessment done by Human Resources. If HR determines that a new, ergonomically correct desk chair is required, the cost of the chair will be shared by the Ergonomic Budget and the Facilities Management budget.

Damaged or Worn Out Chairs:

If a chair is worn out or damaged, a request must be initiated with Facilities Management to bring a “loaner chair” and pick-up the worn out/damaged chair. If possible, the chair will be repaired and returned. If Facilities Management determines that the chair cannot be repaired, then the cost of a new chair will be covered by the Department’s budget.

Samples of the chairs are available in the Service Building. An appointment can be made to view/and sit in the chairs by calling the Manager of Office Moves and Furniture Distribution at ext. 5362.