



LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

LACCD EMERGENCY OPERATIONS CENTER

COVID-19 RECOVERY POLICY STATEMENT

EQUIPMENT LOAN POLICY

JUNE 15, 2020

BACKGROUND

During the COVID-19 public health emergency, the faculty, staff and unclassified employees of the Los Angeles Community College District (LACCD) have been working from home or other remote locations for the continuation of academic and business operations.

This policy provides the guidance and procedures for the loan of District equipment and supplies by District personnel during the COVID-19 public health emergency. A separate procedure guideline is attached.

POLICY

Equipment loans to faculty, staff, or unclassified employees must be for the sole purpose of furthering the District's mission. Employees must provide a bona fide business reason as part of the equipment loan approval process to be included in the Equipment On-Loan form. Employees who have been loaned equipment are responsible for its safe keeping. The appropriate College Vice President or the appropriate District Division Head has custodial responsibility for the equipment. All asset tagged or tracked equipment must be documented in the asset inventory system as set forth by the [LACCD Asset Management Policies](#).

Equipment available for loans may include: laptops, external monitor, data/video projectors, tablets, document cameras, microphones, cords, stands, scientific lab equipment, culinary equipment, musical instruments. All loans are subject to equipment availability.

It is the responsibility of the College Vice Presidents or the District Division Heads to approve any loans of equipment and to notify the District's Office of Information Technology for technology equipment and/or the Business Unit Offices for non-IT equipment, accordingly. Extenuating or special circumstances will be handled on each campus on a case-by-case basis.

This policy does not include office furniture or instructional space furniture. No office furniture or instructional space furniture will be taken or loaned.

Employees who currently use equipment in order to receive a reasonable accommodation in the workplace due to a disability shall contact their Vice President/Division Head immediately in the event they are experiencing any access issues to technology equipment that has already been duly approved for use by the employee through the District's [Administrative Regulation B-32 procedures](#).

The Vice President/Division Head shall evaluate and appropriately resolve access issues. Any new requests for reasonable accommodation due to disability requiring use of equipment at home shall be submitted to the site's ADA Coordinator for appropriate processing under B-32 procedures. Upon completion of this process, the ADA Coordinator shall notify the appropriate Vice Presidents/Division Head in any instance where a new and/or additional reasonable accommodation for an employee is approved. This policy does not supersede the procedural requirements for employees seeking new or modified reasonable accommodation outlined in the B-32 regulations.

This Recovery Policy will remain in place until further notice.



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Equipment Loan Procedure

- The employee reads, completes, signs and dates the appropriate equipment on-loan [form for technology or office equipment](#) on the District website. The employee must submit business case/justification to the appropriate College Vice President or District Division Head to determine eligibility, equipment need and to gain approval.
- The application must include a compelling business justification, current location of equipment (if displaced from office or instructional space) and location where the equipment will be used.
- In the case of technology equipment, the employee makes an appointment with Information Technology to discuss installation needs, ancillary cabling needs, and to get minimum training necessary for installation at home. IT staff will NOT provide installation at the employee residence but will provide remote assistance as appropriate.
- The employee may only use the equipment for LACCD official business in accordance with [Administrative Regulations – B-27 Use of Computing Facilities](#).
- The employee understands that a very limited inventory of equipment is available to eligible employees and may impact their ability to retain equipment.
- Equipment must be picked up by the person reserving the equipment with a valid LACCD personnel identification card unless other arrangements have been made. Employee must follow district and college policies and procedures for coming on campus if picking up the equipment in person.
- Loans are for the duration of remote operations due to COVID-19 public health emergency plus a maximum of 30 days past unless otherwise authorized by the appropriate Vice President

Equipment Return

- The loaned equipment remains the property of LACCD and the employee will return the equipment in the condition it was received by the due date.
- The employee will log off of all accounts and delete all personal information prior to returning the equipment
- Appropriate LACCD staff will examine the equipment for damages and sign off on the return.
- Office of Information Technology personnel will digitally wipe and re-image all technology equipment before re-use.
- The employee shall take reasonable precautions to protect the equipment from being damaged, lost or stolen.
- In cases where the equipment is damaged, lost, or stolen, the employee must contact their immediate supervisor immediately.
- If the equipment is stolen, the employee must file a police report with the local police and provide the LACCD with a copy of the police report.
- Failure to return the equipment, returning the equipment past the due date and/or returning damaged equipment may result in the employee being held liable to LACCD for replacement costs.