

OFF-CAMPUS USE OF COLLEGE EQUIPMENT Policy/Procedure

POLICY

It is the general policy of the College that no equipment shall be removed from the premises except in accordance with this policy. This policy is intended to apply to portable equipment, i.e. equipment that is designed by the manufacturer to be used in various locations. Equipment expected to have a fixed location is not to be removed from the premises unless special arrangements have been made, in writing, with the President.

1. All laptops and computer peripheral equipment owned or acquired by the College shall be assigned to a department/area. The use of laptop equipment off-premises within the business day or overnight (and returned to the premises the next day) is subject to this policy, except that in lieu of the approval process described below there shall be a sign-out sheet maintained in the department and completed for each such occasion.
2. Laptop and computer peripheral equipment to be removed for longer periods than provided in paragraph 1 shall be covered by the authorization process below. (This includes technology staff who are required to have a laptop for home and other access to College computer systems.) Authorization shall only be granted for use in connection with a specific project or assignment. In addition to the usual approvals, the President must approve periods in excess of 30 days. An annual renewal shall be required.
3. The individual requesting the equipment is responsible for any necessary set-up in the off-premises location.
4. Should the equipment need maintenance or repair, the individual authorized must schedule the appointment with the appropriate office and transport the equipment to the College.
5. The College shall not be responsible for compensating the requesting employee for any approved off-premises use outside of regular working hours, unless otherwise approved.
6. The College shall not be responsible for any damage done to the real or personal property of the requesting employee as a consequence of the use or possession of the College equipment.
7. The person requesting the use of equipment shall accept personal responsibility for any damage that occurs to the equipment as a result of misuse or abuse while

he/she has possession of the equipment. No software shall be loaded on this or any College equipment unless in furtherance of College purpose.

PROCEDURE

1. The person seeking to make off-premises use, as provided by paragraph 2 of the policy, shall complete the authorization form and obtain the signature of the Vice President or Executive Dean in the reporting line, and the President, when required.
2. Departments owning or acquiring laptop equipment shall set up a sign-out sheet that will include the date the equipment is taken, the purpose, the signature of the person who will have custody, and a place to initial and date upon return.
3. Prior to approving the authorization form, the Vice President/Executive Dean shall assure that the terms of the policy are met and the position in question is on the attached list of positions exempt under the Fair Labor Standards Act. The Vice President/Executive Dean authorizing the off-premise use of equipment shall retain a copy of the form and, if approval is for over 30 days, shall send a copy to Central Receiving.
4. Upon the return of the equipment, the authorizing Vice President/Executive Dean shall acknowledge the return by signing the bottom of the authorization form and, if it was originally approved for over 30 days, sending a copy to Central Receiving.

Board of Trustees
June 14, 2001