



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

October 30, 2020 (updated)

BACKGROUND

During the COVID-19 public health emergency, Los Angeles Community College District (LACCD) employees 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 equipment and non-consumable supplies to authorized District personnel for the purpose of furthering the District's mission during the COVID-19 public health emergency.

POLICY

The appropriate forms noted below must be used for loans of technology devices and/or for equipment and non-consumable supplies. All loans in all circumstances are subject to availability and all requests must be approved in advanced prior to any materials being removed from District or college facilities. All personnel must provide a compelling business reason for the loan. This loan policy is for District personnel only and does not include loans of any materials to be used by students

Equipment loans under this policy generally will fall into two categories: 1) office furniture or other general office-related equipment, including non-consumable supplies and/or 2) computing technology devices. All assets that are tagged or tracked equipment must be documented in the asset inventory system as set forth by the [LACCD Asset Management Policies and Procedures](#) on the [District website](#).

The [Technology Equipment On-Loan Form](#) must be used for technology equipment and related auxiliaries. Examples of technology equipment available for loans may include laptops, external monitors, data/video projectors, tablets, document cameras, cords and stands.

The [Office Equipment and Non-Consumable Supplies On-Loan Form](#) must be used for all non-computing equipment. Examples are items such as non-consumable instructional supplies, teaching aids, scientific lab equipment, culinary equipment, musical instruments, slides and petri dishes, maps, charts, office chair or ergonomic furniture and other non-consumable materials to aid in teaching that is available at the colleges.

If an employee believes the equipment they need does not fall into these categories, it is the employee's responsibility to talk with the appropriate College Vice President or appropriate District Division Head, who has custodial responsibility for the equipment.

Any employee who takes any equipment on loan assumes the liability of its use and transportation and is also responsible for its safekeeping during the term of the loan. The District will not provide assistance in the removal, moving, transportation, installation or return of any equipment, supplies or furniture loaned.

ADA Accommodation

Employees who currently use equipment or office furniture for 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 or office equipment that has already been duly approved for use by the employee through the District's [Administrative Regulation B-32 procedures](#).



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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 or office furniture at home must be submitted to the site's ADA Coordinator for processing under B-32 procedures. The ADA Coordinator shall notify the appropriate Vice President/Division Head when 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 and is subject to updates as needed.***

Equipment Loan Procedure

- The employee reads, completes, signs and dates the appropriate equipment forms:
 - [Technology Equipment On Loan](#)
 - [General Equipment and/or Non-Consumable Supplies On Loan](#)
- 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 should make 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 technology equipment for LACCD official business in accordance with [Administrative Regulations – B-27 Use of Computing Facilities](#).
- The employee understands that a limited inventory of equipment and non-consumable supplies are available and all requests may be fulfilled as requested.
- Equipment must be picked up by the person reserving the equipment with a valid LACCD personnel identification unless other arrangements have been made. Employees must follow District and college policies and procedures for check-in access on campus when picking up the equipment in person.
- Loans are for the duration of remote operations due to the COVID-19 public health emergency plus a maximum of 30 days past the emergency unless otherwise authorized by the appropriate Vice President or Division Head

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 its 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 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 LACCD with a copy of the police report.
- The employee may be held liable for all replacement costs if loaned equipment is not returned, returned past the due date, and/or returned as damaged equipment.