

No. IT- 015	Policy Name: Assigning Equipment
Effective Date: 7-1-2011 Last Revised Date: 7-3-2014	Citywide Policy _ IT Policy _ IT Procedure <u>X</u>
Approved By: IT Director	

Assigning Equipment

In order for a department to maintain or improve its level of productivity and carry out its mission, a department head may provide an employee with the equipment necessary to perform his/her job at home or at a location other than a city office. This includes but is not limited to the installation of telecommunications connections as necessary.

In order to maintain uniform records of our capital assets across the city, all department heads will use the “Letter of Understanding” to document all city equipment that has been authorized for use at an employee’s home and/or at a location other than a city office.

Authorization for use of equipment at home or at a location other than a city office expires on the return date or six months from the date of approval, which ever comes first.

As necessary, department heads will conduct a review of each “Letter of Understanding” annually at which time the department head will determine whether the circumstances that necessitated special accommodations or arrangements remain.

Equipment will be maintained by the department in a manner consistent with normal maintenance procedures.

A copy of the Letter of Understanding and Periodic Review Form can be obtained by contacting Information Technology .

