

Off-Campus Business Use Of Portable Equipment

(adopted 11/8/00 executive council)

POLICY

It is the general policy of the College that no equipment shall be removed from the premises except in accordance with proper authorization.

1. The relocation of portable equipment to another campus shall require a notification to Central Receiving for the purpose of updating the College inventory.
2. The use of portable equipment off-premises within the business day, if it is regularly assigned to that individual and will be returned to the premises the same day, does not require any further authorization, but is otherwise subject to this policy.
3. In all cases of off-premises use not covered by paragraph one or two above, the annexed authorization form must be completed and approved.
4. The authorization is exclusively for business use of the equipment. For purposes of this policy, "business use" is defined as carrying on or fulfilling a required College responsibility or job duty.
5. The individual requesting the equipment is responsible for transporting the equipment to and from the College and for any necessary set-up in the off-premises location.
6. 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.
7. Unless prevented by the nature of the approved use and specifically authorized, the equipment shall be returned to the premises each business day.
8. 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.
9. 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.
10. The person requesting the use of the 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.
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PROCEDURE

1. Each piece of College owned equipment listed on the College inventory shall show the person or title to which it is assigned. Items that do not qualify for being on the inventory shall be deemed assigned based upon the purchase order.
2. The person assigned the equipment seeking to make off-premises use as provided by the policy, shall complete the authorization form and obtain the signature of the Vice President or Executive Dean in the reporting line.
3. A person seeking to make off-premises use of equipment assigned to someone else, shall prepare the authorization form, obtain the signature of the Vice President or Executive Dean in his/her reporting line, and present a copy of the form to the person in possession of the equipment.
4. Prior to approving the authorization form, the Vice President/Executive Dean shall assure that the terms of the policy are met and that 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-premises use of equipment shall retain a copy of the form and shall send a copy to Central Receiving.
5. 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 sending a copy to Central Receiving.