

GUIDELINES FOR THE LOAN OF DISTRICT PROPERTY TO EMPLOYEES

These guidelines are effective for the duration of the COVID-19 shelter-in-place order

Per Board Policies 2.34 and 8.30, this document establishes guidelines for the loan and use of District owned property to employees, when such property is removed from District premises and is used for District approved purposes. (BP 2.34 Computer and Network Use, BP 8.30 Property Management, Inventory and Transfer)

1. Requirements

- a. All employees who borrow or are assigned District property must complete a **Property Loan Agreement** when tangible property leaves any District site.
- b. The Borrower must be an employee of the District.
- c. The property is for District business only and Borrower has the responsibility not to abuse those resources. Employees may use District computers for personal use purposes provided that such use does not directly interfere with the normal performance of duties, or with the normal operation of District systems or facilities.
- d. The Borrower agrees to accept full responsibility for District property and agrees to reimburse the District for full repair cost on any damages or replacement cost for theft or loss incurred through employee negligence. Negligence is defined as: failure to exercise the care that a reasonably prudent person would exercise in like circumstances.
- e. The Borrower agrees to be the sole user of this equipment.
- f. The Borrower agrees to return the property on or before the date specified below. Failure to return the property on or before the date specified may result in demand for reimbursement of the replacement value.
- g. The Borrower agrees to return the property at any time when asked to do so by the District.
- h. Upon separation from District, all District property **MUST** be turned in to the District.

2. Procedures

- a. Any employee using District property must use all reasonable precautions to protect such property in their sole care, custody and control.
- b. Particular care must be given to safeguarding property during the storage and transportation of such property.
- c. If District property is stolen from an employee's home or vehicle, the employee may file a claim for recovery from their insurance company; any amount not recovered through insurance is the employee's responsibility.
- d. Employees should maintain direct possession and control of this property while on District premises. Property must not be left in an unsecured conference rooms, classrooms, offices or storage areas.
Care needs to be taken while item is in the employee possession at all times.
- e. Stolen or lost property must also be immediately reported to the employee's supervisor and/or VPA and/or Department Administrator, and the District's EVC Executive Assistant.
- f. District Designee is the assigned District/College employee responsible to document the District property being loaned, as required in Attachment A of agreement, and to inspect such loaned items upon its return to the District. This employee should be assigned by the Department responsible to manage the District Property being loaned.



District Property Loan Agreement

(For District Employees)

This Property Loan Agreement (“**Agreement**”) is between San Mateo County Community College District (hereinafter “**District**”) and _____ (hereinafter “**Borrower**”), in the Site/Department: _____. Borrower has the equipment listed on **Attachment A** in their possession and is approved for use off-campus for District business use, subject to the following terms:

- i) **Period of Authorization From:** _____ **To:** _____
- ii) I understand the above equipment is the property of the District, and I have a duty to safeguard the equipment at all times while in my care.
- iii) I understand that surge protection is required on any electrical equipment and I am responsible for using this protection.
- iv) I understand that if the equipment is lost or stolen while in my care, custody and control, I am responsible to file a police report with the appropriate agency, and provide a copy of such report to the District.
- v) I agree to return the above equipment in the same condition it was in upon checkout and agree to pay for replacement due to loss or damage beyond repair that may occur while it is assigned to me. Replacement cost is considered the cost to purchase new equipment.
- vi) I agree to use the equipment for District business purposes only, and understand that I will be responsible for injury or damages caused by any inappropriate or unauthorized use of this equipment.
- vii) I have read the Guidelines for the Loan of District Property to Employees and applicable Board policy and understand my responsibilities if the property is lost/stolen/damaged due to negligence while in my custody or control.
- viii) I will not be held responsible for any repairs resulting from normal and ordinary use of such equipment.
- ix) I understand I can choose to obtain, at my own expense, a rider to my home owner’s or renter’s insurance for the purpose of covering the cost of this equipment.

This Agreement must be completed before the equipment leaves District Premises.

Off-Site Location of Property:

Justification for off-campus use:

Borrower Signature	Date	HR Representative Signature	Date
Borrower’s Supervisor Signature	Date	VPA / District Administrator Signature	Date

Upon return of the loaned property listed in Attachment A, I have inspected the equipment and believe it to be free of any additional damage.

 District Designee Signature _____
 Date

Attachment A

District Property Loaned to Employee

PLEASE ATTACH A LABELED PICTURE OF ALL ITEMS

#	ITEM DESCRIPTION	MANUFACTURER/ MODEL	ASSET/ SERIAL NO.	CONDITION	ESTIMATED REPLACEMENT COST*

*Estimated Replacement Cost: This value is an estimation only of what it would cost to replace the item and should not be construed to be a precise value or appraisal by District.