



Human Resources Information Technology

MHCC Equipment Return Guidelines for Managers

The following outlines Mt Hood Community College's (MHCC) expectations and process on the return of company equipment upon an employee's separation from the college.

- 1. Notification:** This procedure will be included with other information new employees are expected to review prior to employment. These documents require an employee to acknowledge in writing that they understand and agree to comply. Prior to an employee's last working day, the supervisor must meet with the employee and review the Employee Checklist and remind the employee of the requirement to return all company-issued equipment on their last working day.
- 2. Remote Employees:** If the supervisor has approved an employee to work remotely from an outlying Oregon or Washington location, they may determine that an in-person meeting prior to or on the employee's last day is not feasible. If so, the supervisor should provide the employee with instructions and a tag for pre-paid postage for the return of all college owned equipment.
- 3. Equipment Collection:** On an employee's last working day, all college-issued equipment must be collected by their supervisor, or a person(s) designated by their supervisor. This includes but is not limited to laptops, desktops, monitors, phones, tablets, pcards, keys, access cards, and any other equipment issued to the employee. If the employee falls under the criteria outlined in 2. Remote Employees, the supervisor may generate a return label themselves with return Attn: MHCC IT, they may also coordinate with MHCC Information Technology (IT) to generate the label for the employee. The employees' department will be responsible for the cost of shipping. All returned equipment is to be returned to IT.
- 4. Condition of Equipment:** All equipment must be returned in good working condition, fully operational, with reasonable wear. If equipment is damaged or missing, the employee's department may be charged the cost of repair/replacement. Replacement devices will be a comparable if not exact replacement and will be tracked as a part of the College's IT refresh cycle, adhering to the 1-device per FTE standards.

5. Redeployment: If the position is to be filled, IT will collect the device, transfer or backup data, refresh and reconfigure for a new employee then return to the department manager. If the vacating position is not to be filled, IT will collect the device for future redeployment.

By adhering to this process, we can ensure that all MHCC equipment is returned in good condition, and that our assets are properly accounted for. If you have any questions regarding this policy, please speak with your manager or the Human Resources and IT departments.