

# APPROVAL FOR HOME USE OF UNIVERSITY EQUIPMENT

## Policy Guidelines

The use of Northern Arizona University equipment for University business at employees' homes is allowed under special circumstances, with written justification and the approval from each of the following: supervisor, dean/director, and President/Provost/Vice-President/chief information technology officer. The most common item requested for home use is a personal computer. This example is used for the remainder of this policy document, but other equipment is covered as well.

### Criteria:

Critical emergency response function (i.e. department manager who is on call).

Critical communication need (i.e. Vice President, Provost, police chief, who may need to be in communication with staff outside of regular business hours).

Employees contracted to work from their home, or who are permitted to work from home because of illness injury, or other family emergencies.

The examples above are not all-inclusive. The employee's supervisor is responsible for making the initial determination whether a particular set of circumstances justifies home use of University equipment.

### Approval for Home Use of University Equipment form:

The "Approval for Home Use of University Equipment" form can be printed, after being filled-in, from online or obtained from Property Administration.

Check the appropriate box; renewal of new loan. After completely filling out the form and obtaining all written approvals, return the form to: Property Administration, Box 5629 so that the University's property control records can be updated. It is the responsibility of the employee and the department supervisor to submit complete and accurate loan forms and to keep the forms current with Property Administration. **Please notify Property Administration when the loaned equipment has been returned to Campus.** Property Administration will send out notification through the chain of command of any expired return dates. The equipment loan period may be extended up to one (1) year with the submittal of an updated loan form. Please check *renewal loan* at the top of the form to denote it is a renewal.

### Insurance Coverage for Home Use of University Equipment

The employees' Homeowner's Insurance is primary for University equipment used at home. State Risk Management (SRM) coverage is secondary. If the employee's insurance policy does not cover the loss, a denial letter from the employee's insurance company must be obtained before SRM coverage is considered. SRM coverage is always in excess of any other valid and collectible insurance. SRM will pay on an actual cash basis (replacement cost less depreciation) for stolen state-owned equipment, of the lowest estimate for repair of damaged state-owned property. The amount in excess of replacement cost and insurance recovery must be paid by the department. SRM will only pay when there is a reasonable presumption of theft. SRM excludes state property loss due to employee infidelity, mysterious disappearance, inventory shortage, normal wear and tear, non-serviceability, obsolescence, and mechanical/electrical breakdown. In these cases, the department is fiscally responsible for equipment replacement. If there are any questions concerning coverage, please contact Kay Scarbrough, Health and Safety Specialist –Insurance for Environmental Health and Safety, at 3-2009.

Please call 3-4011 for further information or clarification of this policy.

## APPROVAL FOR HOME USE OF UNIVERSITY EQUIPMENT

CHOOSE ONE: New Loan  or Renewal Loan

Employee Name: _____	Job Title _____
Department Name: _____	
Equipment Description: _____	
Property Control Numbers for the items to be loaned: _____	

Loan Dates: (ONE YEAR MAXIMUM)	Start: month/year _____	End: month/year _____
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New Location:			
Address _____			
City _____	State _____	Zip Code _____	
Work Phone Number _____	Home Phone Number _____		
Current Email address _____			

Justification for Home Use of University Equipment:
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I verify the equipment will be use exclusively for University business. The equipment will be secured to prevent theft and password security will be used to prevent unauthorized access to University systems and data. The equipment will be returned to the University at the end date specified above. **If loan is to be extended a new form must be submitted to Property Administration.** I understand that my homeowner's insurance is primary coverage for theft or loss and State Risk Management is secondary coverage.

**For new loans, all signatures below must be obtained. For loan renewals, only the employee and direct supervisor need to sign**

Employee Signature _____	Date _____
Supervisor Approval _____	Date _____
Dean/Director Approval _____	Date _____
VP/CIO/Provost/President Approval _____	Date _____
Printed Name of non-employee signatory _____	

Please complete form fully and obtain all appropriate signatures before returning to:  
PROPERTY ADMINISTRATION, BOX 5629. FOR QUESTIONS CALL, 523-4011

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[Property Administration Use Only] Records updated by \_\_\_\_\_ Date \_\_\_\_\_