



**MERCED COLLEGE
OFFICE OF HUMAN RESOURCES**

MEMORANDUM

To: MCCD Employees

From: Kelly Underwood, Associate Vice President of Human Resources

Date: August 27, 2020

Subject: **Update to Employees; Work-from-Home Equipment and COVID-19 Supplies**

Good Afternoon, Merced College Colleagues,

As we finish the second week of the semester, I am sure I was not alone when I thought the Governor's Stay-at-Home Order (announced March 19, 2020) meant we might be at home for two to three weeks. Six months later, and we are still adapting to our new "normal." I'm also not alone in hoping we can return to our old "normal" sooner rather than later. In the meantime and as we continue to adapt to ever-changing 2020, I assure you that the College's Leadership Team is listening to your concerns and working on ways to ensure that you can continue to focus on the vital work that you perform every day. We hear you.

One way we can help to remove barriers to your good work and support your personal well-being is to provide access to Work-from-Home equipment and supplies as well as COVID-19 supplies for those who are on campus.

Work-From-Home Equipment Request

When we thought we'd be working from home for a few weeks, most of us set-up shop on our dining room table. Transitioning from a short-term work solution to a longer term (fall semester) workspace may lead to equipment needs for some; please see solutions below:

If you need **office equipment** (ex. office chair, printer, etc.) in order to work from home, please use the attached form to make the request to your immediate supervisor. All reasonable requests will be considered. Managers must approve of the request.

(Note: Requests for specialized equipment to meet particular medical needs may be reviewed as a part of our established interactive process.)

If you need **office supplies** (ex. pencils, pens, tablets, printer paper), those items are already available on campus. Please work with your immediate supervisor to make those requests.

COVID-19 Supplies

- If you are in need of COVID-19 related supplies (masks, hand sanitizer, etc.), please submit your request to your manager who will submit those requests to Chuck Hergenraeder.
- If your area is in need of signage or social distancing floor decals, please submit those requests to your manager who will submit them to Stacey Hicks.
- Requests for cleaning supplies (disinfectant wipe dispensers, sanitizer wall units, spray bottles, etc.) should also be submitted to your manager who will submit them to Lisa Veenstra or Ron Perez.

Please ensure that these requests are only being submitted to your manager and not directly to Chuck, Stacey, or Ron. Thank you.

REQUEST FOR PERMISSION TO REMOVE DISTRICT PROPERTY FROM COLLEGE PREMISES

REQUESTOR: _____ DATE: _____

DEPARTMENT: _____ PHONE: _____

TO BE REMOVED FROM: _____ TO: _____
(Campus Location) Address: _____

PURPOSE AND USE: _____

EQUIPMENT REQUESTED	QUANTITY	INVENTORY NUMBER	SERIAL NUMBER

I understand that I will be responsible for the return of all equipment and for any loss or damage while it is checked out to me. I certify that the intended use of this equipment is for the exclusive purpose of performing my Merced College assigned duties, in accordance with **Administrative Procedure 6535**.

(Supervisor Signature) DATE: _____

(Area VP/AVP Signature) DATE: _____

(Director, Purchasing & Risk Mgmt Signature) DATE: _____

(AVP, ITS (**required** for all technology requests)) DATE: _____

For tracking purposes only - to be signed by department level manager

ISSUED BY: _____ DATE: _____

RECEIVED BY: _____ DATE: _____

RETURNED BY _____ DATE: _____

RECEIVED BY: _____ DATE: _____

CONDITION OF RETURNED ITEMS: _____