

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 17, 2017

To: All Employees

Subject: EMPLOYEE RESIGNATION/SEPARATION/RETIREMENT
EQUIPMENT PROCEDURES

**Department and/or
Persons Concerned:** Division, Department Heads and Assistants

Due Date: Upon separation from the District

Reference: None

Action Requested: Follow proper procedure on equipment handling upon separating from the District

Brief Explanation:

Employees who are separating from the San Diego Unified School District are expected to follow these guidelines concerning their equipment.

Each employee should complete the **Employee Check-Out List** form and return it to their supervisor with all of their keys, id badges, computers, cell phones, and iPads prior to the completion of their last day of employment.

- o <https://www.sandiegounified.org/sites/default/files/link/district/files/human-resources/forms/EmployeeCheckOutList.pdf>

Computers and Laptops no longer needed by the department or site should be sent to Materiel Control along with a copy of the **Equipment Transfer** form. (note: your site Building Services Supervisor can assist.)

- o <http://old.sandi.net/services/equipment.asp>

Cell phones and 3G (cellular) enabled iPads no longer needed by the department or site should be delivered to Amanda Jones at ITSS, Ed Center Room 1023.

- o Please email Amanda Jones ajones1@sandi.net with a list of phone numbers that will need to be disconnected.

For questions regarding equipment return please call the ITSS Help Desk at 619-209-4357 or send an email to equipment-return@sandi.net

APPROVED:



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