

## POLICY

This policy outlines specific guidelines for borrowing and handling SLU IT equipment during employment at the CUNY School of Labor and Urban Studies (SLU) located at 25 West 43<sup>rd</sup> Street, New York, NY 10036.

Adherence to this policy is the responsibility of all SLU employees—part-time and full-time staff and faculty.

*SLU reserves the right to limit the borrowing of portable IT equipment if employees do not comply with this policy.*

## OBJECTIVE

- Provide access to portable loaner SLU owned IT equipment for SLU employees.
- Provide clear communication on the IT equipment available to SLU employees.
- Set clear guidelines for borrowing and returning SLU IT equipment.

## CUNY SLU IT TEAM

SLU Information Technology	Contact
<b>Service Desk Hours</b> Monday – Thursday: 9am-9pm Friday: 9am-5pm	Main #: 646-313-8440 <a href="mailto:ServiceDesk@slu.cuny.edu">ServiceDesk@slu.cuny.edu</a>
<b>Jeff Rickman</b>	Main #: 6646-313-8444 Mobile: 929-775-1729 <a href="mailto:ServiceDesk@slu.cuny.edu">ServiceDesk@slu.cuny.edu</a>
<b>Shawn Sukhu</b>	Main #: 646-313-8445 Mobile: 929-775-1634 <a href="mailto:ServiceDesk@slu.cuny.edu">ServiceDesk@slu.cuny.edu</a>
<b>Ralph Tricoche</b>	Main #: 646-313-8440 <a href="mailto:ServiceDesk@slu.cuny.edu">ServiceDesk@slu.cuny.edu</a>
<b>Kelvin Huang</b>	
<b>Guillermo Meneses</b>	
<b>Dorel Elvy</b>	
<b>Brian Bones</b>	
<b>Tarik Kamel</b>	

## POLICY

### Borrowing Portable SLU IT Equipment

- Visit the IT Service Desk on the 18<sup>th</sup> floor or email [ServiceDesk@slu.cuny.edu](mailto:ServiceDesk@slu.cuny.edu) to request equipment.
- Complete the *Property Control Form* and email it to [ServiceDesk@slu.cuny.edu](mailto:ServiceDesk@slu.cuny.edu) (see form below).
- **New Employees:** Supervisors must complete the *Onboarding Form* for each employee, which includes the borrowing of IT equipment request (see form below).



**Pick-up of IT Equipment & Return Location:**

- 18<sup>th</sup> IT Service Desk

**Available Portable IT Equipment**

- 14" laptops; i7 processor, 32GB ram and 512GB SSD
- 16" ADA laptops; i7 processor, 32GB ram and 512GB SSD
- 11" iPads; 16GB ram and 256 SSD
- Technology equipment is replaced every 4 - 5 years or when deemed needed by SLU IT.

**Available Software Upon Request:**

- CUNY Wide Enterprise Applications
  - Office 365
  - Microsoft Visio
  - Microsoft Project
  - Dropbox
  - Adobe Creative Cloud
  - Zoom
  - CATS (CUNY Assistive Technology Services)
- Qualitative:
  - ATLAS.ti
  - Zotero
  - ArcGIS
  - RefWorks
- Quantitative:
  - IBM SPSS Statistics
  - Maplesoft
  - R Studio
  - SAS
  - Microsoft Access

**IT Equipment & Software Not Listed**

Department Approval is required for IT equipment requests not listed above, see form below:

- Faculty Technology and Software Request Form:  
<https://forms.office.com/pages/responsepage.aspx?id=h3DRTimX3U-aw-JAS-GSzwMAJKdgb1Ji9w0J9HfeVhUQkJFRDBUNePLTkpvN0RvvUJpVvdMNDIGRC4u&route=shorturl>
- Accessibility requests for specific IT equipment will need to be processed by HR and SLU IT.
- Internet Access is not provided off campus.

**Handling of Equipment (Do's and Don'ts)**

- Keep your password private; do not share passwords with anyone.
- SLU IT equipment is to be used for work purposes, not for personal use.
  - Do not download any personal software/videos/etc.
  - Do not connect to any personal accounts.
- Handle equipment with care.
- Do not drop the equipment.
- Do not place heavy objects on top of equipment, since this may damage the screen.
- Do not spill any liquids on equipment.
- Do not eat over equipment; crumbs cause keyboard keys to stick and not work.
- Do not try to remove keyboard keys or open the body of the equipment.

**Maintenance of Equipment**

- All borrowed equipment must be updated every 1-2 months.
- Employees are responsible to [Schedule an Appointment](#) with the IT Service Desk and bring the borrowed IT equipment back to our SLU campus for maintenance.



- If SLU equipment is not upgraded and patched, current employees run the risk of cyber-attacks and being locked out of their SLU/CUNY services.

### **Returning Equipment**

- All equipment and accessories must be returned to the IT Service Desk for full maintenance at the end of each semester.
- SLU IT will return the IT equipment to the borrower after full maintenance has been completed.
- All borrowed portable IT equipment and accessories must be returned *prior* to leaving the position during the off-boarding process.

### **When Equipment is *not* Returned**

- Current employees will have limited access to borrowed IT equipment and run the risk of being locked out of the CUNY network.
- Employees leaving their position will have their last check *withheld* until they return all SLU IT equipment and accessories.

### **REPORTING ISSUES:**

Issues to this policy should be reported via email to Jeff Rickman ([Jeff.Rickman@slu.cuny.edu](mailto:Jeff.Rickman@slu.cuny.edu)) and Shawn Sukhu ([Shawn.Sukhu@slu.cuny.edu](mailto:Shawn.Sukhu@slu.cuny.edu)).

### **RATIONALE:**

- To inform SLU employees of the SLU Campus Loaner of IT Equipment Program available to all SLU employees.

### **APPROVAL**

This policy has been approved by the Associate Dean of Finance, Administration, and Operations.

### **COMMUNICATION**

This policy will be emailed to our SLU Employees at the start of every academic term, and will be posted at entrances, designated boards/monitors, and on our [SLU Service Desk](#) webpage.

### **Effective Date**

This policy is effective immediately and will be updated accordingly.

### **FORMS**

- *Property Control Form*
- *Onboarding Form & Exit Forms*
- *Faculty Technology and Software Request Form:*  
<https://forms.office.com/pages/responsepage.aspx?id=h3DRTimX3U-aw-JAS-GSzwmaJkDgbi1Ji9w0J9HfeVhUQkIFRDBUNEPLTkpvN0RVVUJPVVdMNDIGRC4u&route=shorturl>

# Property Control Form for The School of Labor and Urban Studies

Please return the completed form to the Property Management Office

Requestor / Liaison Name: \_\_\_\_\_  
(Please print)

Department Name: \_\_\_\_\_

Building and Floor / Room: \_\_\_\_\_

Phone / Fax: \_\_\_\_\_ Date: \_\_\_\_\_

- Please Check Property Disposition type on the left
- ☐ Assigned To
  - ☐ Loaned
  - ☐ Exchanged
  - ☐ Stolen
  - ☐ Obsolete/Salvaged
  - ☐ Return for Credit
  - ☐ Transfer



**CUNY SCHOOL OF LABOR AND URBAN STUDIES**  
THE CITY UNIVERSITY OF NEW YORK

Authorization Given To: \_\_\_\_\_

Certified By: \_\_\_\_\_

Requestor / Liaison Signature: \_\_\_\_\_  
Hiring Manager/Dean (Please print ) \_\_\_\_\_  
(Please sign) \_\_\_\_\_

**I CERTIFY THAT ALL SOFTWARE AND PERSONAL FILES ARE REMOVED FROM COMPUTER BEING DISPOSED**

**Information Technology**

Personnel: (Please print and sign) \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY HAS BEEN PICKED UP / RECEIVED BY:**

(Please print) \_\_\_\_\_ Phone: \_\_\_\_\_  
(Please sign) \_\_\_\_\_ Date: \_\_\_\_\_

CUNY Tag #	Description	Manufacturer	Model #	Serial #	From	To	New Responsible Person and / or Department (Code)
					Building and Room	Building and Room	

**For Property Management Office Use:**

Property Manager Approval Name: (Please print) \_\_\_\_\_  
(Please sign) \_\_\_\_\_ Date: \_\_\_\_\_

IT Director Approval Name: (Please print) \_\_\_\_\_  
(Please sign) \_\_\_\_\_ Date: \_\_\_\_\_



