**Request for Computing Hardware**

**to Support Work from Home**

**During Covid-19 Pandemic**

**In consideration of the temporary ability for non-bargaining employees to engage in Energy Northwest (EN) approved Work From Home capacity during the pandemic, non-bargaining employees may remove the following hardware from their existing work stations to their homes to support this interim measure. All hardware removed from EN must be returned by the non-bargaining employee in substantially the same condition as when removed. Desktop computers are not eligible for removal from EN. Non-bargaining employees requiring a computer to work from home should request a “loaned” laptop from the IS Solution Center.**

**Each non-bargaining employee should use appropriate PPE (e.g., gloves, safety glasses, kneeling pads) based upon the specific configuration of their home work space.**

**Non-bargaining employees may only take home the types of hardware listed below from their regular assigned work space. Non-bargaining employees may not take hardware from other work spaces or request “spare” items from Information Services (IS) to support this emergent request.**

**Non-bargaining employees are encouraged to take pictures of all cabling and connections prior to disconnecting and/or use masking tape or similar to apply flagging to each cable to serve as instruction for hardware setup at home. The IS Solution Center is currently experiencing record high call volumes and troubleshooting cable connections at non-bargaining employee homes for monitors would be considered a low priority call in this environment.**

The hardware below is requested for:

(Non-bargaining employee Name)

Hardware requested: Manager Approval (initials) Received (initials)

[ ]  Docking Station \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Monitor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Mouse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Keyboard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Headset \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Cables \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (specify # of cables)

I understand that the above hardware is the sole property of Energy Northwest (EN) and must be returned to EN within 10 calendar days upon notice from EN. I understand that my use of EN hardware at home is subject to the same conditions and limitations as in the workplace. Failure to timely return hardware to Energy Northwest may be a violation of law or EN procedure subject to discipline up to and including termination of employment.

(Non-bargaining employee signature and date)

I approve the above request. I understand that the department may be charged for hardware not returned within 10 calendar days following notice from Energy Northwest.

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(Manager Name, Org Code, Signature)