



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All EHSD (less CSB)

Date: June 9, 2021

CC:

From: Administration

Subject: Returning Work-From-Home Equipment

EHSD IT technicians are reporting that employees returning from working remotely are bringing back equipment. The IT Division is working on the return process and is not yet ready to accept this equipment. Please do not bring it back to the office until notified. IT will set a schedule by location in the near future for staff to return work-from-home equipment. If there is some specific need to return equipment before the schedule is set, notify your supervisor so they can make arrangements through the Technology Help Desk.

Thank you for working with us to ensure an orderly process for the return of equipment.