

# **Employee Technology Replacement Procedure & Protocol**

1. **The building Principal will notify EBIM of the lost, stolen, or destroyed employee technology device or accessory.**
  - A. Please forward notification to [DMumma@USD259.net](mailto:DMumma@USD259.net)
2. **Once notification is received from the building Principal, EBIM will set a 30-day waiting period reminder.**
  - A. Per BOE Policy 3700, 30 days must pass before missing property like laptops can be replaced. The reason for this is to allow time for the object to be found or otherwise recovered (and this occasionally happens).
3. **Once the 30-day waiting period has passed, EBIM will notify the building Principal/STS to begin the Employee Technology Replacement Request Form process.**
  - A. The building Principal or STS will submit a request through the Employee Technology Replacement Request Form on the WPS website at \_\_\_\_\_ .
  - B. The building Principal or STS will retrieve a copy of the signed Laptop Tablet Staff Agreement and Proof of Purchase for the technology being requested for replacement. This will be submitted to EBIM with identifying information (i.e., staff name, BOE report #, serial #).
4. **Following the receipt of the Employee Technology Replacement Request Form, Laptop Tablet Staff Agreement, and Proof of Purchase – EBIM will calculate the depreciated value of the technology and/or determine liability if the employee has elected to participate in the Voluntary Technology Protection Program.**
5. **EBIM will communicate the restitution owed and/or the liability determination to the employee, negotiate payment options when applicable (i.e., full payment or installments), and discuss any related information to the technology.**
6. **Once liability is determined and/or the first payment scheduled in the Repayment Agreement is received (receipt must be provided), EBIM will officially order replacement technology based on the district standard for technology devices and accessories.**
7. **All further receipts for payments regarding the Repayment Agreement should be reported to EBIM. Further communications will also come from EBIM to the Employee and/or Supervisor.**

Questions or Concerns (please contact):

*Douglas Mumma, EBIM*

*Office: (316) 973-4566*

*Email: [DMumma@USD259.net](mailto:DMumma@USD259.net)*