



EMPLOYMENT &
HUMAN SERVICES

M E M O R A N D U M

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To: EHSD All Staff

Date: June 16, 2021

cc:

From: Administration

Subject: Return of EHSD IT Equipment and Cell Phones

Please be advised the IT Staff will be collecting equipment from Staff returning to work in the office. Staff that are continuing to work under an approved Work-From-Home agreement will continue to use the assigned equipment at home. IT will be conducting an inventory check on all loaned IT equipment and cell phones for staff who will continue to work from home and keep their equipment. Please be prepared to respond to IT with information requested for their inventory review.

If you are returning to work in the office, please do not return your equipment until you are notified by IT Staff. IT will be collecting the equipment by building, division and unit. IT will notify you when it is your scheduled time to return the equipment.

As a reminder, the IT equipment and cell phones loaned to you in order to work from home during the pandemic are County property and are expected to be returned in good working order when requested.