


# LDH Objects on Loan Policy

	<b>Louisiana Department of Health (LDH)</b>	
	<b>Policy Number</b>	142.2
	<b>Content</b>	LDH policy and procedures regarding the tracking of objects loaned to LDH employees and contractors.
	<b>Effective Date</b>	September 29, 2023
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LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department’s reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

## I. POLICY STATEMENT

This policy provides uniform policy and procedures for maintaining accurate records of objects loaned to Louisiana Department of Health (LDH) employees and contractors. The State of Louisiana does not consider such objects moveable property, because they do not meet the \$75 - \$4999 financial threshold defining moveable property. However, LDH tracks these objects in order to ensure that they are returned when an employee transfers within LDH or leaves state employment. Objects on loan listed in LaGovERP include, but are not limited to, the following items:

<u>LaGovERP Code</u>	<u>Name</u>
0015	Building Entrance Cards
0020	Credit Cards – Corp Travel Card
0021	Credit Cards - P Card
0023	Employee ID Cards
0033	Keys
0049	Rain Gear
0055	Uniforms
0063	ID/Access Card
0064	Flash Drive

For information regarding management of moveable property, please see LDH Policy #61 – LDH Moveable Property.

## II. DEFINITIONS

**Appointing Authority:** An officer or employee who is authorized by statute or delegation to make appointments to positions in the State Service.

**LaGovERP:** A computer-based integrated enterprise system provided by the Louisiana Division of Administration and used by the executive branch departments in the State of Louisiana.

**Moveable Property:** Property owned by an agency valued at \$75 - \$4999 and tracked through the Moveable property Control System managed by the Division of Administration.

**Objects on Loan:** Term used in LaGovERP to denote objects loaned to an employee or contractor that do not meet the \$75 - \$4999 threshold for moveable property in Louisiana.

**Program Office:** A major statutory organization within LDH. Currently the LDH Program Offices are Office of the Secretary/Office of Management and Finance, Office of the Surgeon General, Medical Vendor Administration, Office of Aging and Adult Services, Office of Behavioral Health, Office for Citizens with Developmental Disabilities, Office of Public Health, Office of Women’s Health and Community Health, Louisiana Emergency Response Network, and Louisiana Developmental Disabilities Council.

**Time Administrator:** A person occupying a position that has been assigned time administration duties and granted security access for time administration.

**IV. PROCEDURES**

A. **Onboarding** - When onboarding a new employee or contractor, the hiring manager, supervisor or contract monitor shall document all objects loaned to the LDH employee or contractor on the LDH Objects on Loan Form (HR-102). He or she shall submit the form to the Time Administrator within two business days of the date the objects were loaned to the employee. Following is a list of the Plant Numbers to be entered on the HR-102 for each agency:

<b>Program Office/Facility</b>	<b>Plant #</b>
Central LA State Hospital	330C
Central LA Supports & Services Center	340C
Eastern LA Mental Health System	330B
Medical Vendor Administration	305A
Office of Aging and Adult Services	320A
Office of Behavioral Health	330A
Office for Citizens with Developmental Disabilities - Headquarters	340A - H01
Office for Citizens with Developmental Disabilities – Resource Center	340A - H03
Office of Women’s Health	350A
Office of Public Health	326A
Office of the Secretary/Office of Management and Finance	307A
Office of the Surgeon General	327A
Pinecrest Supports and Services Center	340B
Villa Feliciano Medical Complex	320B
LA Emergency Response Network	324A
LA Developmental Disabilities Council	303A

- B. **Entry of Objects on Loan into LaGovERP** – Upon receipt of a completed LDH Objects on Loan Form (HR-102), the Time Administrator shall enter the data contained on the form into LaGovERP to create an electronic record of objects loaned to an employee or contractor. The Time Administrator shall enter this data in accordance with Objects on Loan Entry Instructions (HR-78). In addition, the Time Administrator shall maintain a file of current employees and contractors’ LDH Objects on Loan Forms (HR-102).
- C. **Change in assignment of LDH objects on loan** – When there is a change in the status of LDH objects loaned to a current employee or contractor (*e.g.*, additional item, replacement item or returned item), the supervisor or contract monitor shall notify the Time Administrator of the change. The Time Administrator shall enter the updated data into LaGovERP to create an electronic record of the change in the object loaned to an employee or contractor. The Time Administrator shall enter this data in accordance with Objects on Loan Entry Instructions (HR-78).
- D. **Off-boarding**
1. **Employee responsibility** - An employee who is separating from LDH or who is transferring from one LDH agency to another shall return all objects loaned to them in accordance with this policy.
  2. **Retrieving objects loaned to the employee or contractor** - Upon notification of the separation or transfer of an employee or the termination of a contractor, the supervisor or contract monitor shall obtain the Objects on Loan Report (zp134) from the Time Administrator. The supervisor or contract monitor is responsible for retrieving the objects listed on the zp134.
  3. **Completing the Objects on Loan Report (zp134)** – The supervisor or contract monitor shall note on the Objects on Loan Report (zp134) whether they have retrieved each object and return the completed Objects on Loan Report to the Time Administrator. The supervisor or contract monitor shall also report any un-retrieved objects to the Appointing Authority for further action.
  4. **Entry of retrieved/un-retrieved objects on loan in LaGovERP** - Upon receipt of the completed Objects on Loan Report (zp134), the Time Administrator shall enter the updated data contained on the report into LaGovERP to create an electronic record of the retrieved/un-retrieved objects loaned to an employee or contractor. The Time Administrator shall enter this data in accordance with Objects on Loan Entry Instructions (HR-78).

## **VI. REFERENCES, FORMS AND INSTRUCTIONS**

LDH Policy #61 – LDH Moveable Property  
LDH Objects on Loan Form (HR-102)  
Objects on Loan Entry Instructions (HR-78)

## **VII. VIOLATIONS**

Violations of this policy may result in corrective action or disciplinary action. Corrective action includes Improvement Letters (Civil Service Rule 12.9), verbal counseling, documented counseling, and/or reprimand. Letters issued for corrective action are at the sole discretion of the Appointing Authority. Disciplinary actions are Suspension without Pay, Reduction in Pay, Involuntary Demotion and Dismissal (Civil Service Rule 12.3). Any disciplinary action taken is at the sole discretion of the Appointing Authority.

## **VIII. REVISION HISTORY**

<b>Date</b>	<b>Revision</b>
February 1, 2023	Policy created
September 29, 2023	Policy revised & title changed
August 1, 2024	Policy updated (Section IV.A)