



Policy

Title:	Computer Allocation and Replacement
Effective Date:	January 1, 2023
Approved By:	President's Council
Responsible Party:	Vice-President for Technology and Learning Services
History:	N/A
Related Documents:	Use of University Electronic Resources Policy

I. PURPOSE

This policy establishes standards for the purchase, support, and disposal of computers, printers, and other University provided devices.

II. DEFINITIONS

Computer: A Microsoft Windows or Apple Macintosh Operating System (MacOS) desktop or laptop, tablet devices, monitors, printers or other peripherals.

TLS: The Salus University Technology & Learning Services Department

III. POLICY

In general, employees who need a computer to complete work-related duties will be provided with one computer, typically a laptop.

The assignment of computers is done by position. When a new staff member fills a vacant role, they are expected to use the computer previously associated with that position.

The Technology & Learning Services Department will refresh one assigned computer per full-time staff and faculty employees, every four years for a Windows-based computer and every five years for a MacOS-based computer.

This policy applies to all University-purchased faculty and staff-assigned computers, regardless of dollar value, with the exception of grant or research-funded devices.

IV. PROCEDURE

Standard Issuance

The standard computer for staff and faculty will be a Windows based Lenovo or Dell Laptop. Any requests for replacement computers that do not fall within the standard configuration will be reviewed on a case-by-case basis, such as a MacOS based computer or Windows Desktop. The employee may choose the MacOS platform if their workflow benefits from the MacOS Operating System and they have experience with the MacOS Operating System. TLS will provide a recommendation based on each faculty or staff member's needs.

The cost of new computers is borne by the employee's department.

Requests for desktop computers, whether Windows or Apple, will be evaluated as non-standard requests and will also be evaluated on a case-by-case basis.

Standard Refresh

On average, computers are upgraded on a four-year replacement cycle. TLS maintains an equipment inventory log and coordinates each replacement. The cost for the replacement is funded at the university level using a refresh cost center and is managed by TLS. Upon replacement, the previous computer(s) will be removed by I.T. Requests to retain the previous computer at the time of installation of the replacement computer will not be approved. These computers are often redeployed to other areas on campus. The replacement of a staff member's computer before the end of the four-year cycle must be approved by the VP, TLS. All devices (e.g., computers, tablets, printers) purchased by the University are to be returned to the University for redeployment when a staff member leaves the University or transfers to another department within it after notification of TLS.

Equipment for New Employees

Any newly created staff position will be equipped with a new managed computer funded through the applicable departmental budget and the new equipment will meet the University recommendations, referenced above. However, if a new employee is hired to fill an existing position, the existing equipment will be re-assigned to the new employee.

Requests for New or Non-standard Equipment

Requests for new or special equipment, such as an oversized monitor or an ergonomic keyboard, require approval by the supervisor and the VP, TLS. If specialized equipment is needed based on an accommodation, requests are approved by the VP, Human Resources. Specialized equipment purchase is funded by the applicable department.

Printers

The University provides copiers/printers in each generalized work area to be utilized/shared by faculty and staff in the proximate work area. Desktop printers will no longer be provided unless there is no networked printer available in the requesting department. If one is needed, it will be provided from the existing inventory of printers.

Printer Replacement

Printers are retained for their useful life and are replaced when no longer serviceable. TLS will replace printers based on 7-year schedule unless the department is content with their printer after 7 years.

Personal Use of Equipment

According to policy, the University allows minimal personal use of its property on campus insofar as that use does not involve a disruption to the University's operations, a conflict of interest or commitment, or additional costs to the University.

Support of Home Computers

University policy prohibits dispatch of TLS support staff off-campus to install, configure, or work on users' personal or off-campus equipment (even if it is University-owned). Exceptions are only made in rare circumstances, such as major illness, and require prior approval by the VP, Human Resources and VP, TLS.

If the machine is used for work, TLS will provide minimal service for the machine in the form of installing or configuring software used to complete work such as VPN. TLS is not responsible for servicing broken personal computers and cannot provide full repair service such as opening the device.

TLS will not provide or purchase printers for home work use. TLS will not support a user's home printer including remotely installing and or connecting that printer to the computer due to the risk of printing potentially sensitive information in an uncontrolled environment. TLS will not be responsible for paying for staff internet service plans even if used for working from home. Individual departments can decide if they will pay for internet services from their budgets. If an external monitor and or docking station is needed for home use that must be purchased by the user's department for home use.

Disposal of Obsolete Equipment

Old equipment is redeployed within the University whenever possible. Redeployment is coordinated by TLS. All redeployed computers will have the hard drive cleared and the Moveable Equipment Inventory updated prior to sale. If the equipment has no further use within the University, it is recycled or sold to recuperate university funds.

Not covered under this policy:

- Secondary computers;
- Computers for part-time faculty/staff; and
- Computers for use in university learning spaces (labs, classrooms, conference rooms, etc.).