EMPLOYEE IT COMPUTER AND PHONE DEPLOYMENT

PROLICY DESCRIPTION

1. New Employee Computer Deployment:
   When a new staff or faculty member is hired, the IT department will assess whether or not new equipment is needed. If there is not already a computer setup available within the department for the new employee, the IT department will provide one.
   - Employees may choose between a desktop or laptop setup. This includes the desktop or laptop, monitor, mouse and keyboard. If the individual will need a computer outside of their office often (such as registration days and regional site visits), we strongly suggest a laptop setup.
   - If any additional equipment (or a higher performance machine) is needed, approval from the department head will need to be sent to the IT department before purchase.
   - Each employee will be given a phone and information for setting up their voicemail.

2. Computer Refresh Deployment:
   After a computer has been in use for 3 years or more, it becomes eligible for refresh. At this time, employees may choose between a desktop or laptop. If an employee wants or needs new equipment before the scheduled refresh time, their department will be responsible for a portion of the costs and their refresh cycle will begin again when their new equipment is deployed. Below is a table that specifies how much of the total cost a department would be responsible for depending on how many years are remaining until the standard refresh date.

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<table>
<thead>
<tr>
<th>Time Until Refresh Eligibility Date*</th>
<th>Portion of Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 2 years</td>
<td>Total</td>
</tr>
<tr>
<td>More than 1 year, Less than 2 years</td>
<td>2/3 of Total</td>
</tr>
<tr>
<td>Less than 1 year</td>
<td>1/3 of Total</td>
</tr>
</tbody>
</table>
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*Computer Refresh List can be found on the IT Support Links page on the Intranet