



Policy 01:008 – Employee Computers

1. Purpose

This policy ensures University of Montevallo (“University”) personnel have access to current computing technology necessary to fulfill the responsibilities of their jobs. It (a) addresses initial procurement and scheduled replacement of computers used for daily work, (b) encourages consistent University-wide equipment standards and support, and (c) offers predictable annual computer replacement costs for budget purposes.

2. Scope

This policy applies to all full- and part-time University faculty, staff, student workers, and in special cases, guests and affiliates of the University who require computer access to perform their routine work (hereafter, the “User” or “Users”).

3. Policy Statement

Information Services and Technology (IS&T) will manage and maintain a computer acquisition and replacement program to provide routine replacement of employee computers. The goals of this program are to:

1. Ensure that Users have access to a computer that has sufficient capacity to support the computing needs in fulfillment of their work responsibilities.
2. Maximize a centralized budget managed by IS&T that provides basic computing resources for University employees.
3. Implement minimum standards for computing technology, increasing the supportability of computing resources.
4. Streamline the acquisition and deployment of new equipment and the proper dispossession and recycling of old equipment.

The University will provide one desktop or laptop computer per User whose work requires computer access. Newly hired, full-time Users will be provided with a standard desktop or laptop as specified on the list of Standard Configurations and Options provided by IS&T. If the full-time User is a replacement hire, the previous User’s computer (or comparable) may be reassigned to the new full-time User. Users employed in a part-time capacity will be provided with a refurbished or reassigned computer when deemed appropriate by the part-time User’s direct supervisor.

If standard equipment does not meet a specific User’s requirement such as speed, RAM, storage, or peripherals; the department may request an exception to the standard. Additional

funding to meet the required need will be provided by the requesting department. Requested upgrades to the standard configuration require approval by the User's budget manager. IS&T will facilitate ordering and procurement of all computers. In most cases, departments must surrender a computer for each refreshed computer installed under the replacement plan to ensure effective asset management.

All devices, such as tablets, that are requested in addition to the University-provided computer, shall be approved and procured through IS&T and will be charged to the requesting department or Unit's budget.

4. Definitions

Computer: A complete, working, and integrated hardware and software system with everything needed to receive, process, store, manage, and present information in a meaningful format.

Unit: A department, office, or other operational component of the University officially grouped by a unifying task or focus.

5. Policy Approval, Review, and Administration

Responsible Office(s): Information Services & Technology

Responsible Individual: Chief Information Officer

Effective Date: 08/2024

Last Revision: None