

SUBJECT: CAPITAL EQUIPMENT REPLACEMENT – COMPUTER WORKSTATIONS

1. Purpose

The effectiveness and efficiency of the University as a whole depends on the technological proficiency of its employees. With a view to ensuring continuing staff and faculty access to the current computing technology which is directly related to their work at the University, the purpose of this policy is to provide guidelines for the replacement of older computer equipment with more technologically up-to-date equipment in an efficient manner.

2. Scope

This policy is applicable to all faculty and administrative staff at the University. The Capital Equipment Replacement Committee will undertake a review of this policy on a two year cycle.

3. Authority

The responsibility for ensuring that this policy and its procedures are followed rests with the Director of Information Technology Services, reporting to the Dean of Teaching, Learning and Technology Services through to the Provost.

4. Faculty

a) Eligibility

Faculty considered eligible for computer equipment replacement under this policy are:

- permanent tenure-track employees

b) Procedures

All eligible Faculty members will accrue \$450 annually for the purchase of replacement computer equipment. These funds will accrue in a special account earmarked specifically for computer equipment replacement and may not be utilized for any other purpose. The computer replacement funds are designed to be utilized on a four year rotation and are associated with a University position. After every four years of accrual, members may either use these funds to replace their existing computer equipment or may opt to delay their purchase in order to purchase more sophisticated computer equipment. Funds in the computer replacement account can be carried forward and will continue to accrue at a rate of \$450 annually. All orders for equipment will be made under a University Purchase Order and will be processed by the Purchasing Department. All equipment funded from centrally allocated funds will be purchased in accordance with the Purchasing policy and will be subject to any partnership agreements the University has in place.

Members who choose to purchase replacement computer equipment on a four year rotational cycle will have their equipment serviced in the event of problems or failure of hardware by Information Technology Services (ITS) without charge. For members who choose to delay replacing their

machines beyond the warranty period, ITS will assess fee's to cover incremental maintenance on the aging equipment. These fees will be charged against members replacement funds when equipment beyond the warranty period requires servicing.

Ownership of computer equipment purchased in accordance with this policy is vested with the University. If an individual leaves the employ of the University for whatever reason, the University will retain the equipment to allocate to the employees filling the vacated position. In addition, any funds accrued for equipment purchase will be retained and carried forward for the new incumbent of the vacated position.

5. Administrative Staff

Administrative and academic support staff will not receive individual computer replacement accounts. Replacement of computer equipment for administrative support staff members will be administered by ITS. ITS will receive \$450 per support staff member annually for the purchase of replacement computer equipment and the Director of ITS will allocate this equipment in consultation with the Managers/Directors/Chairs or Deans. An RFP for computer equipment will be issued by the University and the final selected base computer will determine the amount funded from the Capital Equipment Replacement Fund.

As older computer equipment is replaced by newer computer equipment, the older equipment may be cascaded through administrative staff if the equipment is deemed to have an extended usable life by Information Technology Services.

a) Eligibility

Administrative and academic support staff positions considered eligible for computer equipment replacement under this policy are:

- permanent positions (base funded within the University's General Operating)