

# Computer Policies FY22

## College of Education & Human Sciences

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Below you will find information on the college computer replacement program, college equipment policies, and computer warranty information. Please contact your local CEHS IT staff for questions or more information.

### **CEHS COMPUTER REPLACEMENT PROGRAM (CRP)**

The College of Education and Human Sciences (CEHS) provides a new computer every five years for qualifying CEHS faculty and staff. The Dean's office provides two-thirds of the funding, up to \$1,200, and the department provides one-third of the funding, or more if the equipment exceeds \$1,800.

#### **Who qualifies for the Computer Replacement Program?**

In general, permanent, state-funded positions, such as tenure stream faculty, Professors of Practice, clinical faculty on multi-year contracts, office staff positions (if partially paid on state funds then may be partially eligible for computer replacement funds) and research professors funded on department state funds will be eligible. If a position is partially funded through grant or other soft funds, the other funding may need to proportionately pay for the equipment, if allowed in the terms of the grant.

#### **How are eligibility dates determined?**

Eligibility dates are determined by the calendar year an individual's computer was purchased. The next time the individual is eligible for a new computer through CRP is the fiscal year that occurs five years after the computer purchase. For example, if a computer was purchased in 2016, the individual is eligible five years later at the beginning of the fiscal year 22 (July 1, 2021).

<b>Calendar Year Purchased</b>	<b>Next Fiscal Year Eligibility</b>
2016	FY22 (July 1, 2021)
2017	FY23 (July 1, 2022)
2018	FY24 (July 1, 2023)
2019	FY25 (July 1, 2024)
2020	FY26 (July 1, 2025)

## **CEHS EQUIPMENT PURCHASING POLICIES**

- All hardware and software purchases must go through CEHS IT.
  - Submit requests at <http://cehshelp.unl.edu>.
- CEHS will only purchase one computer per faculty/staff member.
  - This includes any University fund (state, start up, grants, etc.).
  - If an employee needs a computer to work from multiple locations, a laptop is recommended.
  - If an additional computer(s) is necessary due to the type of work being performed, a rationale must be provided to the CEHS Business Team with approval from the department head.
  - CEHS does not furnish home offices with furniture or equipment.
- Faculty and staff requiring upgrades in hardware more often than every five years should make their request known to their department head. Department or grant funding will be used for the purchase.
- Equipment that malfunctions or is broken and not covered under warranty will be replaced on an as needed basis and in accordance with available dollars as long as it does not appear the equipment was handled negligently.
- Employees are encouraged to use shared networked printers. If a network printer does not meet the needs of the individual faculty/staff member, a rationale to purchase an individual printer must be provided to the CEHS Business Team with the approval from the department head. Department or grant funds will be used for the purchase.
- Individual servers are not allowed to be purchased or managed by faculty and staff. This includes the purchase of desktop computers to act as a server. If an employee needs a server for their work, they must work with CEHS IT to identify existing server options through UNL Information Technology Services. If it is necessary to purchase a new server, CEHS IT will procure it, store it in a secure location, and make sure it is properly backed up and updated to meet ITS standards.
- CEHS faculty/staff members are personally responsible for equipment in their possession in off-campus locations. If equipment is lost or stolen, the faculty/staff is responsible and expected to reimburse UNL for the equipment's replacement. It is strongly recommended you obtain a business rider as part of your homeowner's insurance policy to cover the replacement costs.

## **COMPUTER WARRANTIES**

**Apple Desktops** – Purchased with a 1-year warranty. If an iMac would need repair after the 1-year warranty ends, it is the responsibility of the department to pay for the repair or pay for a new computer. CEHS IT Staff will help determine which is the more cost-effective solution. If the computer needs repair in its 4<sup>th</sup> or 5<sup>th</sup> year, CEHS IT staff will determine if it is more cost effective to repair the computer (the department will pay for costs) or to purchase a new computer. If it's the latter, the individual will move up in the computer replacement cycle.

**Apple Laptops** - Purchased with a 3-year warranty and accidental damage coverage. If the computer needs repair after the warranty coverage ends, CEHS IT staff will determine if it is more cost effective to repair the computer (the department will pay for costs) or to purchase a new computer. If it's the latter, the individual will move up in the computer replacement cycle.

**Lenovo Desktops** - Purchased with a 3-year warranty. If the computer needs repair after warranty ends, CEHS IT staff will determine if it is more cost effective to repair the computer (the department will pay for costs) or to purchase a new computer. If it's the latter, the individual will move up in the computer replacement cycle.

**Lenovo Laptops** - Purchased with a 3-year warranty and accidental damage coverage. If the computer needs repair after the warranty ends, CEHS IT staff will determine if it is more cost effective to repair the computer (the department will pay for costs) or to purchase a new computer. If it's the latter, the individual will move up in the computer replacement cycle.