

# SOJC Operations IT Policy & Procedures Guide

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## General Guidelines

- All purchases must abide by UO policies and procedures, including [Business Expense Guidelines](#) and [University Fiscal Policy](#).
- All approved purchases expensed using UO funds are property owned by the University.
- Purchases should follow established [standards](#) for computers and devices.
- Equipment purchases may not be made partially with UO funds, partially with personal funds.
- When requesting software, University owned [software](#) should be considered and vetted before purchasing.
- Upon departure from UO, employees must turn in all equipment to the SOJC Business Office. Employees do not have the option to personally purchase UO-owned equipment.

## New Hires

### **Policy**

By default, the equipment budget for new faculty hires (both TTF and career faculty) is **\$2,000** including both a **computer and monitor**, if required. Any amount above \$2,000 must be expensed using start-up or ASA funds, unless the Dean approves the use of a different source of funds. IT peripherals including keyboards, mice, and maintenance contracts may be purchased at the same time and are not included in this budget limitation, though the amount must be reasonable.

User Support Services (USS) staff will work with the new faculty member to identify the appropriate equipment to order. USS staff recommendations will provide the final determination for the type of equipment and performance necessary based on the position requirements. If necessary, the SOJC Business Office and/or Dean's Office will review unusual or expensive requests.

Staff hires will be allocated the device turned in from the last person in the position. New devices will not be ordered outside of the standard replacement cycle unless USS deems the existing device unusable for the new person in the position based on the equipment's condition.

### **Procedure**

When a faculty member is hired, SOJC HR will coordinate with User Support Services to share the person's start date, any specific equipment needs based on the position requirements, and whether

or not additional funds have been approved beyond the \$2,000 budget. USS will then coordinate with the new hire, order equipment, track/asset tag the equipment, and coordinate a time for setup with the new hire.

## **Devices/Person**

### ***Policy***

SOJC only purchases and services one primary device per person. Faculty may use ASA funds for secondary devices with a valid business purpose, though all expenses including servicing and repairs must be paid for with ASA funds.

Staff are only allocated one equipment setup, either a desktop to be housed in their allocated space on campus or a laptop plus monitor.

### ***Procedure***

Faculty who would like to order a secondary device must first consult with the SOJC Business Office (currently Josh Buetow at [jbuetow@uoregon.edu](mailto:jbuetow@uoregon.edu)) to request a secondary device and obtain their existing ASA balance (note – USS does not provide ASA balances). Upon approval, the faculty member should submit a [ticket](#) to USS.

Requests to use a loaner laptop for a purpose other than a repair, maintenance, or replacement must be approved by the Assistant Dean of Finance and Operations.

## **Computer Replacements & Repairs**

### ***Policy***

User Support Services manages the computer replacement cycle for SOJC faculty and staff. Primary devices are replaced every **four** years. Secondary devices are not replaced unless specifically requested by the faculty member.

Lost, damaged, or stolen devices will normally be replaced or repaired with funds managed in SOJC's Operations IT budget. If a primary device is lost more than once during the replacement cycle or damaged due to negligence, a faculty member may be required to pay for the replacement or repair out of ASA funds. USS will assist and consult for repair or service secondary devices.

All repairs must be made through USS, unless directed by USS staff.

USS will provide loaner laptops to those without a device.

Switching from one brand of device (i.e. Mac to PC or vice versa) is only allowed during the replacement cycle. For staff computers, switching must be substantiated by a business purpose.

### ***Procedure***

To report a damaged or lost device, submit a [ticket](#) to USS as soon as possible. USS manages the computer replacement process automatically, typically ordering devices by the end of spring term in order to complete all setup procedures by the following fall term during the normal replacement cycle.

Faculty and staff may not purchase equipment and request reimbursement. All devices (other than those listed in the IT Peripherals section) must be ordered directly by USS.

## **Telecommuting & IT**

### ***Policy***

SOJC supports remote work operations to the maximum extent possible as allowed by UO policies and budget limitations. Below are guiding principles for requests related to remote work:

The following expenses will be supported and approved by the SOJC Business Office:

- Minor equipment and supplies (e.g., cables, microphones, webcams, etc.) to support or enhance **remote instruction or student services**
- Reasonably priced headphones, webcams, or other minor supplies for administrative work and videoconferencing

All other expenses for remote work equipment and furniture must be purchased personally. Specifically, the following expenses may not be expensed or reimbursed:

- Home internet expenses including those related to access, signal, and speed. See UO's [Internet Access Resources](#) page for remote internet options.
- Home furniture including chairs, desks, risers, etc.
- Major equipment purchases such as secondary devices, monitors, iPads/Surfaces, printers, or other high-risk equipment purchased for the primary reason of remote work

Any UO-owned equipment moved to a remote work location must be reported using a [Property Receipt Form](#).

## **Printers**

### ***Policy***

SOJC/UO funds may not be used for home office or secondary printers on campus. Generally, UO funds may not be used for printer ink on non-UO owned devices.

## **IT Peripherals (Mice, Hard Drives, Flash Drives, Keyboards, Etc.)**

### ***Policy***

Faculty may purchase mice, keyboards, hard drives, flash drives, and other IT peripherals using ASA funds. The amount for each item must be reasonable.

Staff may request to purchase IT peripherals per the [SOJC Staff Support Policy](#) and [Staff Support Request Form](#).

### ***Procedure***

Generally, smaller items such as flash drives, external hard drives, replacement charge cords, adapters, and other small IT peripherals (generally under \$200) may be purchased and/or reimbursed without consulting USS. Amazon Prime for Business is the preferred method for placing

orders. If there are questions as to suitability or recommendations for the type of item to purchase based on specific requirements (i.e. larger external hard drives, ergonomic equipment, etc.), please submit a [ticket](#) to USS.

## **Software**

### ***Policy***

USS manages licensed software and maintains a list of all software available to faculty and staff. The UO Software [webpage](#) provides information on the software available for use.

### ***Procedure***

Minor one-time software purchases may be reimbursed upon emailing a copy of the itemized receipt to [sojcbusiness@uoregon.edu](mailto:sojcbusiness@uoregon.edu) with a business purpose and index. For questions related to whether specific software is available through UO, installation procedures, or other general software inquiries, please submit a [ticket](#) to USS.

## **Mobile Technology Payments**

**\*Note** – starting in FY22, mobile technology payments have been suspended by SOJC due to budget uncertainties. The policy and procedures outlined in this section will only apply if these payments are subsequently re-implemented by the SOJC Business Office in FY23 and beyond.

### ***Policy***

All mobile technology payments must abide by [UO](#) and Business Affairs [policies](#). SOJC approves mobile technology payments annually based on several factors such as budget, the amount of time a position is required to spend away from their assigned workspace, position emergency response requirements, the position classification, travel requirements, critical needs, and other factors.

The only SOJC positions currently approved for mobile technology stipends are the Dean, the Maintenance/Trades Coordinator, the Senior Director of Development, and the Academic IT Manager. Any request for mobile technology payments outside of this list must include a written business purpose and follow the approval process as outlined below. Remote work and other telecommuting arrangements alone are an insufficient business purpose for this type of request.

All stipends approved by SOJC are by default Tier 1, except for the Dean (Tier 2). Generally, all stipends are approved at the tier rates established by UO Business Affairs.

### ***Procedure***

All mobile technology payment requests must be approved by the position's supervisor, the Assistant Dean for Finance & Operations, and the Dean. The requestor must use the Mobile Technology Access and Payment Option Request (MTAPOR) form found in the policies link above. All requests should be submitted by **June 1** prior to the fiscal year when the payment will go into effect.