

## PC Refresh Program Eligibility Criteria

The PC Refresh will provide (one) computer to every full-time staff and full-time faculty member. Once every four (4) fiscal years, the standard computer will be replaced with a new standard computer. The PC Refresh Program is intended to provide university staff and faculty with fundamental technology resources necessary to perform standard duties. UNIT will attempt to refresh approximately the same number of staff and faculty computers each year.

The employee's primary computer will be replaced through this program. If an employee has two (or more) computers, their department is responsible for replacing the secondary computer.

New Employees (in existing positions) inherit the previous employee's computer in that position. The computer will be wiped and reimaged for the new incoming employee.

All University computers distributed through the PC Refresh Program must be collected when the replacement computer is installed.

- Displays (monitors), keyboards, mice, and any other peripherals are not part of the regular replacement cycle and must be replaced by the departments.
- During the first 30 days after the computer's replacement, the User can contact UNIT to recover any missing data files from their old computer.

### *STANDARD COMPUTER SPECIFICATIONS*

UNIT has developed computer standards to increase system reliability and compatibility and reduce support costs. Using standard hardware, operating systems, and applications increases security and reduce ownership and support costs.

### *Mobility and Remote Work*

Employees who have a laptop and work remotely are expected to use their university-issued laptop when working remotely. The PC refresh program will not provide any secondary devices in support of this.

<b>Faculty Eligibility Criteria</b>
Faculty have the option to select either a standard Windows or Apple laptop. Faculty that select an approved nonstandard option are responsible for costs exceeding the established standard PC cost allocation.
Eligible <ul style="list-style-type: none"><li>• Full-time (100 % FTE) faculty</li><li>• Post-Doctoral positions</li></ul>
Not Eligible <ul style="list-style-type: none"><li>• Contract or Grant funded positions.</li><li>• Adjunct faculty</li><li>• Secondary computers or devices</li></ul>

### **Staff Eligibility Criteria**

The staff can select either a standard Windows laptop or a desktop. Laptops will be encouraged to facilitate mobility and remote work.

Staff that selects an approved nonstandard option are responsible for costs exceeding the established standard PC cost allocation.

#### **Eligible**

- Full-time (100 % FTE) staff
- A computer is determined to be required for a significant portion of the position's job duties

#### **Not Eligible**

- Contract or temp positions.
- Student worker positions
- Secondary computers or devices
- Department purchased computers.
- Secondary computers issued during COVID.

Eligible employees with a Windows laptop and requests to switch to an Apple computer must be approved by their department head and UNIT.