**Employee Computer Equipment Standards**

Each employee is entitled only one device and that device should follow the approved laptop-based standard.  If an employee has a desktop and wants a laptop, they will be required to surrender the desktop to be assigned the laptop.

Each employee is entitled to only one set of peripherals (dock, keyboard, mouse, monitor) to support their laptop.  If the employee is working remotely and on campus, they may choose the location (home or campus) where they install their peripherals, but they may not have two sets of peripherals - one at home and one on campus.