# Measure G Funded Staff and Faculty Assigned Computer Upgrade Process

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## Choice of Operating System (Macintosh or Windows)

Unless the department or position requires a specific operating system (e.g., software which can only run on Windows), an employee will typically be allowed to choose which operating system they prefer when a device is assigned to them. Due to resource limitations, the device assigned to an employee may not always be brand new.

## Assignment of Equipment

### Full-Time Staff and Faculty

1. Equipment for a new position
   When a staff member is hired into a newly created position, they will typically be provided with a district standard device with the operating system (Macintosh or Windows) of their choice. Due to resource limitations, the device assigned to an employee may not always be brand new.

2. Equipment for a position where the prior employee has left the district
   If the staff member is replacing an employee who has left the district, they will be assigned the previous employee's device. If the employee would prefer a device with a

different operating system (Macintosh or Windows), an appropriate district standard device will be provided. Note that this may not be a brand-new device.

3. Equipment for a position where the prior employee has changed positions
When an employee has changed positions within the district, they may - with the permission of the previous direct supervisor - have the option to bring their assigned computing equipment to the new position. In this case, an employee hired to replace them will be provided a district standard device with the operating system of their choice (Macintosh or Windows). If the prior employee did not take their equipment to the new position, the employee hired to replace them will be assigned a device as though the previous employee left the district.

## TEA and Temporary Employees

Due to resource limitations, the district is unable to provide devices to TEA and temporary employees. If a department wishes to provide a device for the employee, they may coordinate with ETS to obtain a device using department funding. Note that devices obtained with department funds are not subject to the standard computer upgrade process.

## Part-time faculty

Due to resource limitations, the district is unable to provide devices to all part-time faculty. A small pool of loaner laptops was made available during the COVID pandemic. A department wishing to request one of these devices for a part-time faculty member should have the employee:

1. Go to https://etshelp.fhda.edu
2. Log in using their district credentials
3. Submit a *PT Faculty Computer Loan* request

NOTE: Be sure to review and understand the "Part Time Faculty Short Term Equipment Loan Process" linked at the end of this document. It is the responsibility of the department to track this equipment and ensure it is returned to the district.

# Frequently Asked Questions

### May I keep my assigned computing equipment when I leave my position with the college or district?

Equipment assigned to employees is subject to both state law and district policy. Equipment purchased with public funds must be returned to the district once the assignee is no longer employed by the district. The district is unable to allow an employee to retain their equipment for any reason after exiting the district.

### I'm planning to return on Article 19 – May I keep my assigned equipment *as a full-time employee* until I really leave?

Plans for future employment by the district do not supersede the requirement that exiting employees return their equipment to the district. Equipment must be returned regardless of future employment status or funding source.

## May I Request a Laptop with a Larger Screen?

Due to limitations of both personnel and budget, the district has identified a limited number of supportable options (district standard equipment). Requests for non-standard equipment must be approved by the direct supervisor and reviewed by an ETS supervisor. Exceptions will be provided based on employee or position need only. Note that acquisition of and support for non-standard equipment may take longer than is typical of district standard equipment. Due to resource limitations, the device assigned to an employee may not always be brand new.

## Related Policies

### District Computing Standards

https://ets.fhda.edu/policies-and-procedures/standards/index.html

### Part Time Faculty Short Term Equipment Loan Process

Additional information regarding the part time Faculty equipment loan process can be found on the Faculty Resources page at:

https://ets.fhda.edu/getting-help/faculty/index.html