

Bethany Lutheran College, Inc. COMPUTER DETERMINATION POLICY

Purpose and Scope

Bethany Lutheran College is committed to providing appropriate computer equipment essential to the function of a person's position in a manner which:

1. Promotes the proper stewardship of assets (cost of maintenance and acquisition of computer)
2. Complies with IRS, federal, state and college regulatory requirements
3. Establishes a framework for consistent decision-making and equity among all employees
4. Reduces or eliminates administrative costs whenever possible

Computers can offer efficiency for College employees in the performance of their duties. This policy applies to all employees who use a computer to perform their job. The type of computer (laptop or pc) is determined by job function and past practices of the institution. While job duties change over the course of time, an employee must make a case to his or her supervisor to deviate from the normal assignment of computers to employees by the Director of Information Technology Services.

Request for Different Computer

The use of a computer by an employee for college business is for the benefit of the College in the furtherance of its mission, not for the convenience of the employee. If a supervisor determines that a different computer is needed, a request will be submitted to his or her appropriate senior administrator who will in turn submit the request to the Chief Financial and Administrative Officer and together, they will approve or reject such request.

A valid request is defined as follows:

- The need to have accessible to information that is essential to the performance of their job due to frequent travel throughout the year
- The employee works at a remote location throughout the year, and data collection and processing is unobtainable through other means