

TECHNOLOGY SERVICES HARDWARE REPLACEMENT POLICY

POLICY NO. 34-01

PURPOSE:

The purpose of this policy is to establish a standard for hardware replacement in Hernando County for employee computer use directly under the Board of County Commissioners. This policy will require each department to budget 20% of the replacement cost of the computers to an internal service fund managed by Technology Services in which the equipment for the given department is first replaced. This will establish a replacement program for hardware as well as a budgetary means for maintaining this program. Technology Services will budget to replace approximately 20% of the computers owned by the Board of County Commissioners each year under this policy.

POLICY:

1. Computer Replacement

Hernando County provides computers to its employees when it is deemed necessary for the employee to have such a device. Not all employees will need such devices and usage will be determined with management of the given department in conjunction with Technology Services.

Technology Services will replace all computer equipment (exceptions being monitors, printers, scanners, servers, etc.) in each department over a 5 fiscal year period. This will simplify troubleshooting/compatibility issues within the given department and streamline the process of installing computer equipment, making Technology Services more efficient. If an employee has more than one work location, Technology Services will work with the given department management to determine the necessity of a laptop versus a traditional desktop.

There will be some exceptions with certain equipment. Those exceptions are listed below, but not limited to:

- a. Mobile equipment being utilized in emergency response vehicles.
- b. Equipment needed for newly created positions/employees. When possible, Technology Services will attempt to obtain equipment close to the specifications of other employees in the given department. The department will budget the full cost of the computer in their Technology Service Fees/Costs account (5304970) in addition to paying the remaining year(s) percentage accordingly into the fund. The complete cost of the device will be billed on the annual billing. If the department only has a year left until they are due to get a replacement, the new device will stay in service for 6 years versus the 5 years. If a department needs a device added after the annual

billing has been completed, then a revised billing will be forwarded to Finance with the changes outlined on the billing.

- c. Due to grant funding restrictions, equipment purchased with grant funds will need to remain as property of the fund/department that purchased the equipment and therefore will not be included in the replacement program.

Technology Services will meet with the given department due for hardware replacement during the next fiscal year to determine quantity and type of computers needing to be replaced. These meetings will be done during the budget preparation process and finalized no later than July 1st of each fiscal year.

2. Ownership

Equipment purchased from this internal service fund will be the property of the internal service fund. Equipment that is purchased for any department will be returned in the event of a vacancy of a position to Technology Services for use in another area of need, unless the department intends to fill the vacancy. At the time the equipment is returned to Technology Services, the remaining year(s) 20% payment will be transferred to Technology Services until which time it is reassigned to another department. At that point, that department which the equipment was reassigned to will pay the remaining percentage for that piece of equipment into the internal service fund. The percentage will be based on the actual cost of the equipment at the time of purchase and the remaining years that the applicable department has into the program.

Spare devices are not typically allowed under the hardware replacement program; however, if the user department can provide Technology Services with a valid business justification of such then it will be allowed. The user department will be responsible for paying the funding requirements of such device to the internal services fund as outlined in this policy.

3. Funding

An Internal Service Fund has been created by County Finance and the Office of Management and Budget. Each department that is selected to be replaced will be required to budget 20% of the total cost of computer equipment each year to replace funding in this program. This fund will be self-sustaining after year 5 of existence and will provide the Board of County Commissioners stable funding for budgeting purposes.

Adopted: May 26, 2015