

Colleagues,

Although many employees are using equipment loaned from classrooms at this time, we have recently received inquiries regarding employee computer equipment upgrades or changes. Please note that we recommend continued use of existing computer equipment that is under warranty. Once the warranty for equipment expires, provided funds are available, institutional replacement funds can be used to replace the equipment, and the opportunity to change which type of equipment is purchased would occur at that time.

When computers that are assigned to employees reach their end of warranty period, we work with the area administrator to determine whether/when an upgrade may be needed. Most of the time we are able to prolong the life of computers used by employees beyond the warranty period. Sometimes work requirements indicate that an upgrade or change is needed. In recent years, we have upgraded 6-20 employee computers per year using available institutional replacement funds, prioritizing these resources instead on upgrades to student computer labs. If an administrator wants to use other funding to replace an employee computer in their area, we provide quotes for new computers/laptops/tablets that comply with District workstation standards. A request for a quote should be directed to the IS Help Desk (HelpDesk@palomar.edu or 760-744-1150 ext. 2140 or 760-891-7140.)

Please note that one computer is assigned per employee.

Some employees have access to additional devices purchased with categorical funds. These devices are included when evaluating the equipment that an employee has available to perform their work and considering whether/when to purchase an upgrade. If grant-funded equipment is available for the employee to use and is still under warranty, District funds would not be used to purchase additional equipment for the employee.

I understand that in some cases, the District has purchased multiple devices per employee in the past. As of summer, 2018, this practice was halted. It is not fiscally sustainable. Therefore, if an employee has been assigned both a computer in their office and a laptop... and the laptop is out of warranty,

but the office computer is still in warranty, no purchase will be made. If both devices are out of warranty, one replacement device may be purchased.

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