

## WSU Vancouver Work Computer Program

Updated: 02/13/2025



### Overview

Since 2013, this program has provided WSU Vancouver employees with access to reliable and up-to-date computers to support effective work.

### Eligible Positions

Computers are provided on a **position** basis. The computer currently assigned to a position should be used before purchasing a new one. If the current computer does not meet the position's needs, IT can assess and provide an alternative with approval from unit leadership.

Included:

- Career-track and tenure-track faculty, administrative professional, and civil service positions within **supervisory organization hierarchy SP001051, expected to be filled for 6 months or more**, regardless of funding source.

Not Included:

- Adjunct faculty, graduate assistants, nonpermanent and student positions with fixed term appointments.

When funding is specifically allocated to support the cost of a computer (such as via a grant), that funding source must be used first. Exceptions may be approved by campus leadership.

### Teleworking Support

- Desktop computers are generally not recommended for most positions. Exceptions may be granted with approval from both:
  - The head of the department or delegate
  - Campus CIO, Chancellor, or delegate

### Process

- All purchases for the program will be coordinated and processed by Vancouver IT in partnership with Vancouver Business Services.
- Approval for all purchases for the Work Computer Program is required from both:
  - The head of the department or delegate
  - Campus CIO, Chancellor, or delegate
- If a problem or issue arises with a computer, the user should contact IT for evaluation and potential repair, upgrade, or replacement as needed.
- Computers will be replaced only upon recommendation by an IT technician, followed by approval from the program coordinator plus the department head and campus CIO.
- When a position no longer exists or no longer needs a computer, the device and equipment will be returned to Vancouver IT for redeployment within the program.

## **Computer Specifications**

- All included positions receive a WSU Vancouver standard laptop from one of the campus-approved vendors such as Dell or Apple.
- Current standard configurations are available on the campus website: <https://www.vancouver.wsu.edu/information-technology/standard-computer-configurations>
- Equipment standards are updated annually or as needed by Vancouver IT.

## **Customization, Upgrades, Support, and Repairs**

- If the “standard” computer does not meet a position’s business needs, IT will assist in finding an alternative. The Work Computer Program will fund the “standard computer amount” while the department is responsible for the remainder.
- Upgrades or changes from standard configurations (e.g. processors, RAM, and hard drives) require:
  - Funds from the department to cover the difference from the standard expense
  - Approval by the head of the department
  - Approval by the Campus CIO, Chancellor, or delegate
- All program computers start with a 1-year manufacturer warranty.
- Repairs, replacements, and temporary “loaner” devices are provided by the program (via Vancouver IT) as needed.

## **Peripherals**

- All peripherals must meet WSU Vancouver standards at the time of purchase.
- As needed, the program provides up to:
  - 1 standard docking station or adapter
  - 1 standard keyboard
  - 1 standard mouse
  - 1 standard monitor
  - 1 standard laptop bag
- Departments are responsible for funding:
  - Additional monitors
  - Printers
  - External webcams
  - External microphones
  - Headsets
  - Other accessories

## **Inventory Management**

To meet WSU policies, the inventory of all computers is maintained by WSU Vancouver IT. Any reassignment, transfer, or move of computers must be coordinated with IT.

- Computers are assigned to positions. If a person changes positions, the program's computer stays with the position and the department is responsible for notifying Vancouver IT for accurate allocations and inventory of devices.
- Computers and equipment funded by this program should be returned to Vancouver IT for redeployment, parts, or surplus per WSU standards.
- Campus departments and managers are expected to work with Vancouver IT to ensure WSU inventory records are accurate.
- Employee departures: When a position becomes vacant, the assigned computer must be returned to Vancouver IT, regardless of whether the position will be refilled. IT will reassign the device when the position is filled or redistribute if the position is not refilled.

For questions or feedback about the WSU Vancouver Work Computer Program please contact Vancouver IT.