



Darla Moore School of Business

Moore School Policy on Office Technology During the Pandemic with the Requirement for Remote Work

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The Darla Moore School of Business is dedicated to providing faculty and staff with the office technology necessary for them to complete the mission critical work they perform for the school. The pandemic, which is requiring all employees to work remotely, has increased the complexity of accomplishing this objective. Accordingly, the following guidance is provided on faculty/staff technology uses and acquisitions during the Pandemic to facilitate remote work:

- Any Moore School office equipment that faculty and staff desire to take home from the office **MUST** be cleared through and recorded by Moore School IT staff (via Charles Kerns), and all such items **MUST** be returned to the office when remote work ends. These items include keyboards, monitors, laptops and desktop computers.
- Any requests by faculty and staff for technology purchases to facilitate remote work (laptops, monitors, printers, tablets, etc.) will be evaluated in terms of their necessity for completing mission critical work, considering the tools needed working remotely as compared to the tools used in the normal building office environment.
- In addition:
 - Any new equipment purchase must be within Moore School standards as defined by the Moore School IT department.
 - Before buying a monitor or keyboard, consideration should be given to using current equipment in your office, letting Charles Kerns approve and record (as is indicated above) what is moved to your home.
 - Purchases made using private funds must be evaluated as meeting the mission of the center/private fund that pays for the equipment.
 - Printers for use at home, as a general rule, are not to be purchased with state funds, in-line with Moore School policy of no printers in the building for LEED certification.
 - Exceptions to this may be granted for faculty research funded purchases if approved by the department chair as mission critical for the faculty.
 - Exceptions to this may be granted for privately funded requests if the purchase meets the mission of the center and the terms of the private funds to be used.
 - All such purchases of printers or equipment delivered to a remote site are assets of the Center or the Moore School, and will be returned to the Center or the Moore School at the end of the remote working period.

The Moore School will not, as a general rule, reimburse employees for personal internet and/or cell phone plans during remote work periods.