




## RETIREMENT BOARD POLICY AND REFERENCE MANUAL

<b>SUBJECT:</b> COMPUTER REPLACEMENT POLICY	<b>Section:</b> 2-52 <b>Date Adopted/Revised:</b> 2/09/2022
<b>SYSTEM(S):</b> JOINT	<b>Approved:</b>  Retirement Administrator

### PURPOSE

The purpose of the Computer Replacement Policy is to establish guidelines for an orderly approach to upgrade or replace CFRS computer technology for its staff and Board Members. CFRS will develop a proposed budget procedure for the regular replacement of CFRS computer equipment based upon this policy.

### POLICY

It is the policy of the Retirement Boards that CFRS computer equipment inventory should be reviewed annually and replaced as needed every three years. The actual number of computers replaced each year will depend upon the proposed budget adopted by the Retirement Boards. The Retirement Boards will be responsible for decisions regarding the replacement budget allocation.

All full-time employees or Board members of CFRS will be assigned a computer and/or a laptop as well as monitors, keyboard, mouse and/or additional peripherals needed to ensure productivity while working in the office, from home or while traveling.

The normal life cycle of a computer/laptop in full time use is generally expected to be three to four years, thus CFRS will review all assigned computers/laptops every three years for replacement/upgrade. Replacements will be made based on the age of the computer and the needs of the user. CFRS Financial Services staff will maintain an accurate database of equipment to determine which equipment is eligible for replacement each year. Tablets and cell phones are not included in this triannual review. Monitors and peripherals are to be replaced on an as needed basis.

After the three-year review, if a computer is determined by CFRS to still be effective and does not require an upgrade or replacement, the computer will remain in service and will be re-evaluated every year going forward. All computers that are determined to be no longer effective or allocated for replacement will be retired from inventory and recycled by ISD. Retired equipment will not be sold or gifted to CFRS employees, Board members or any other outside organizations.

Staff needing a replacement before the three-year cycle of the computer is reached may appeal to the Administrator for upgrade or replacement. Any computer equipment being replaced before its third year will be removed by CFRS to be used elsewhere within CFRS if possible or may be recycled by ISD if no longer functional.

All computer equipment should be purchased through ISD, but costs must be funded by CFRS. The Retirement Boards will be responsible for decisions regarding the replacement budget allocation through its annual review of CFRS Budgets. Input to ISD about purchase decisions will be provided by the Administrators and CFRS Financial Services staff. Decisions will take into account existing inventory, available budget, and justification for upgrades.

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1. Adopted February 9, 2022