CBCGB Staff Technology Purchase Policy

1   Overview

Technology has become an essential tool for the productivity of our CBCGB staff. In order to maintain that level of productivity, it is important for them to be able to have functional technology that assists them as opposed to hinders their work. While it is imperative for the staff to have good technology, we are also called to be good stewards of the resources we have. Thus, this policy has been developed in order to provide a clearly defined way that CBCGB staff will be reimbursed for their technological purchases.

2   Policy

CBCGB staff will be given a budget of $175 / year that can aggregate to a maximum of 6 years ($1050). This fund can be used to their discretion to purchase technological devices such as laptops, tablets, docking systems, replacement power supplies, peripherals (e.g. keyboard, mouse), as well as software for their personal use (e.g. Microsoft Office). All of these purchases will go through the IT budget so that this data can be accurately recorded. Everything that has been purchased through this fund is considered church property and will be returned to the church after it is no longer needed by CBCGB staff or a new replacement has been provided. All newly procured laptops will be inventoried by the stewardship committee for the purpose of property control.

3   Rationale

The previous unwritten CBCGB policy stated that staff had a budget of $650 / 5 years, and only certain software packages were eligible for reimbursement. We believe that laptops generally have a lifespan of 3-5 years, and that at 5 years, laptops will begin to slow down and lose their efficiency, thus detrimentally affecting productivity. Thus, we propose that instead of a fixed five year interval for budgetary purposes, staff can instead have some flexibility in how they manage their budget.

Also, we have removed the restriction of certain software packages, instead allowing staff to make their own decisions as long as it stays within the specified budget. While there are Open Source alternatives to some of the more traditional packages, like Microsoft Office, we posit that many people are more familiar with traditional packages, and thus to force them to use Open Source alternatives may again hinder productivity.

4   Transition to the New Policy

This policy will take into effect for each of the CBCGB staff from their last laptop / device purchase. What this means is that each CBCGB staff currently has some funds that they can use as of March 2014.

Name	Last Purchase	Funds in Budget as of March 2014*
Caleb Chang	April 2011	$380
Chuck Lowe	May 2009	$630

David Eng	February 2009	$650
Jennifer Lin	May 2011	$370
Jiang Wei	January 2011	$410
Ju-Ta Pan	May 2009	$630
King-Fai Choi	March 2010	$520
Ruth Lu	September 2013	$170
Sandy Liu	November 2011	$300
Steve Chang	December 2013	$30
Ying-Yuan Zhang	July 2013	$90

*Round to the nearest $10

5   Exceptions

In the event that a CBCGB staff member runs out of funds or has insufficient funds (e.g. laptop is broken within the first couple years), the IT will allow an advance of $700 towards that staff members technology fund.