


**ADMINISTRATIVE REGULATION
TABLET POLICY**

AR-2016-46
Eff. Date: April 21 2016
Supersedes:
Date: April 21 2016
City Manager Approval: JRay 
4/21/2016

SECTION 1. PURPOSE AND POLICY

This Regulation sets for the policy of the City of Aztec Commission, Department Heads and employees who are required to use tablets while conducting City business.

Department Heads may select employees in their department who are required to use a tablet necessary for job function but tablet will remain city property.

SECTION 2. PROCEDURES

1. The City will purchase tablets for elected Commissioners, Department Heads and City employees as required by the Department Head for City business.
2. A payroll deduction will be subtracted from employee's salary with appropriate tax from each pay period according to Equipment Purchase Agreement. The Equipment Purchase Agreement documentation must be submitted to the Finance Department with Department Head providing written approval to City Manager for an employee.
3. The City of Aztec IT Department will advise on the hardware requirements for end users needs based upon work requirements. City of Aztec IT Department will provide technical support for City of Aztec's core apps, city email and will not manage an employee's personal purchase of apps. City of Aztec IT Department will provide necessary support for the tablets through its useful life or as long as employee is employed.
4. If the app store provides an app necessary for an employee to conduct City business and written justification is provided by Department Head, the City of Aztec IT Department will aid in the purchase and support of said app.
5. Employees in the Equipment Purchase Agreement program are required to notify City of Aztec IT Department and their department head immediately if tablet is lost or stolen during employee's employment.
6. The IT and Finance Department must be notified immediately upon termination, separation or any other changes in employee's employment status This will provide necessary information to Finance Department if any action is required on Equipment Purchase Agreement and access to City of Aztec IT infrastructure.
7. City of Aztec IT Department will issue a Commissioner a new tablet at the beginning of their first elected term, at no cost to the Commissioner.
8. Current tablets in use can be purchased at current market value plus tax.