

LAPTOP STANDARD

VISION: To create a sustainable technology standard to equip employees

WIN: Positions that qualify for laptops receive needed technology efficiently

STANDARDS: The following positions are eligible for a church laptop:

Executive Directors

Senior Directors

Project Managers

Associate Pastors

Arts Directors (Music, Graphics, Video, Communication, Campus Arts Pastors)

Ministry Directors (Campus Kids, Campus Students, Campus Next Steps, Central Kids, Central Students, Central Next Steps, Care Team Director)

An Executive Director is able to provide a laptop for anyone in their department, outside of these positions, if they determine there is a need.

All other staff currently have access to desktop computers at their campus.

Project Managers will assist with the purchase of laptops.

THE CHURCH TECHNOLOGY BUDGET COVERS ALL NEEDED LAPTOPS.

Needed accessories for an employee to do their job are provided by Central Support out of the church technology fund. (Ex. USB-C to HDMI)

Preferred accessories are paid for by the employee's personal expense account. (Ex. Computer mouse.) They are the employee's property.

If an employee's existing church owned laptop is functional and at least 3 years old, but they wish to upgrade or change models, the cost will be split between their department's budget and the church's technology budget.

LAPTOP MAINTENANCE AND REPLACEMENTS ARE HANDLED ACCORDINGLY:

Church Property: The church repairs all of their own equipment at CedarCreek's expense.

The Campus/Ministry budget will pay for a replacement if the laptop is damaged beyond repair due to user error.

The church technology budget will pay for a replacement if the laptop has exceeded its useful life due to age/normal wear and tear.

Employee Property: The church will repair at no charge for labor. Either the employee pays for the needed parts and the computer remains theirs, or the church pays for the needed parts and the computer becomes church property.

SYSTEMS/RESOURCES: The eligible employees may choose between two laptop options:

PC Option: HP Spectre x360 13.3", 8GB RAM, 256GB SSD, 360 degree tablet convertible / touchscreen w/stylus, .55" tall / 2.89lb. = \$1,200-1,300 USB-C Adapters for Ethernet, USB ports, HDMI/VGA output = \$75

Mac Option: Apple Macbook Pro 13", 8GB RAM, 256GB SSD, .59" tall / 3.02lb. = \$1,389 USB-C Adapters for Ethernet, USB ports, HDMI/VGA output = \$75

Some positions require higher specifications (Ex. Arts/Graphics/Video) and machines will be chosen accordingly. Details of this can be discussed by the Executive Director and the I.T. Department at the time of the equipment request.