
ELECTRONIC EQUIPMENT DISPOSITION

Effective Date: October 24, 2014

Approved By: GVRD Board

Policy No. IT-005

PURPOSE

To provide direction regarding the disposition of electronic equipment as identified within this Policy to elected officials and employees who are no longer employed by Metro Vancouver.

POLICY

This Policy is intended to provide Metro Vancouver with clear direction in which to respond to requests by outgoing elected officials and employees to purchase electronic equipment provided to them by Metro Vancouver for business purposes. This Policy will ensure that procedures are applied consistently to elected officials and to employees with respect to the calculation of depreciated values for electronic equipment.

It is acknowledged that electronic equipment provided to elected officials and employees for business purposes will depreciate over time and will be less functional when redeployed as used electronic equipment in the workplace. Consequently, in some circumstances exiting elected officials and employees may request to purchase used electronic equipment at a fee that reflects the depreciated value pursuant to this Policy.

Electronic Equipment

Electronic equipment that falls within this Policy is limited to:

- a) Laptops and supporting equipment assigned to senior exempt staff and elected officials for business purposes;
- b) Tablet devices assigned to senior exempt staff and elected officials for business purposes; and
- c) Cellular phones and smartphones assigned to staff and elected officials for business purposes.

All other corporate assets will be disposed pursuant to existing practice and policies. Evergreened or retired assets for ongoing employees and elected officials will not be available as part of this Policy and will be recycled in accordance with existing practice and policies.

Calculation of Depreciated Value

The following depreciated value shall apply to electronic equipment referenced in this Policy:

- a) Laptops and supporting equipment will be valued at the remaining residual amount assuming a four (4) year straight line depreciation schedule.
- b) Tablet devices will be valued at the remaining residual amount assuming a three (3) year straight line depreciation schedule.
- c) Cellular phones and smartphones will be valued based on the three (3) year contract fee amount as determined by the Metro Vancouver cell phone provider for that specific device.

Data and Software

It is Corporate Policy not to store corporate data on mobile or desk top devices. To ensure this Policy protects privacy and corporate data, all devices that have been approved for personal transfer will be reimaged back to the manufacturer's base image. Software that is normally included with the device (such as operating systems, utilities, and device drivers) will be installed. It will be up to the individual to ensure that they have purchased whatever additional software licenses that are required.

Phone Number Transfers

In most cases the Corporation will release phone numbers to the individual. However, there may be cases where the number in question is critical to the operations of the Organization. As a result, the Corporation reserves the right, to retain phone numbers for future use. The decision to retain a phone number will be made by the General Manager responsible for the work group by emailing the Senior Director of Corporate Services at least two weeks prior to the individual's departure.

Approval

- a) Elected official requests for electronic equipment disposition will be approved by the Director of Board and Information Services and Board Chair (or Chief Administrative Officer);
- b) Employee requests for electronic equipment disposition will be approved by the Senior Director of Corporate Services and applicable Department General Manager (or Chief Administrative Officer); and
- c) All requests must be received a minimum of two weeks prior to last day worked.