



**Information Technology – iPad/Laptop Reimbursement**  
**City of Crystal Lake Administrative Directive**

**PURPOSE:**

This directive describes responsibilities as they relate to providing a reimbursement for iPADS or laptops to certain employees to assist in the performance of job duties.

**PROCEDURES:**

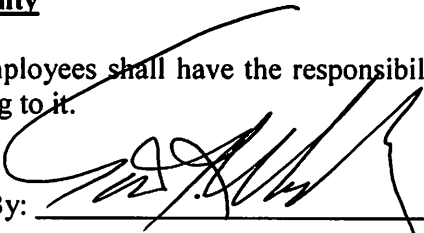
The City of Crystal Lake has made a substantial investment in its electronic communication and information systems to enable staff to better serve Crystal Lake residents through closer and timely communications and nearly instantaneous access to information. These communication tools are intended to be utilized for internal business communication as well as external business purposes.

Certain employees may be authorized to carry a City-issued iPad tablet device or Laptop to assist with City business. In lieu of carrying a City-issued iPad tablet or Laptop, authorized employees may be provided with a monthly reimbursement to defray the cost of the cellular service required for the operation of an employee-owned iPad or Laptop. Employees eligible for participation in the iPad/Laptop reimbursement program shall be determined by the City Manager or his designee. All iPads/Laptops covered under this policy are required to have a minimum 2GB data package in order to be eligible for reimbursement. If an iPad or laptop is placed on a shared data plan with another device, the shared data plan must be 4GB, at a minimum, in order to provide sufficient data usage capacity for the iPad. If eligible, the City will pay a reimbursement of \$7.50 for 24 pay periods or \$180/year to defray the expense of the cellular data package required for an eligible iPad/Laptop under this policy that would be utilized for City business.

To help defray the cost of a new iPad or Laptop, the City will reimburse up to \$679.00 for the first iPad device or Laptop and accessories that are purchased. After initial purchase, it is the responsibility of the employee to pay for repairs or replacement if not deemed to be damaged in the course of regular employment activities. It is highly recommended that employees purchase hardware insurance such as AppleCare+ for their iPad or Laptop. If the employee terminates City employment within 12 months of the reimbursement for the iPad/Laptop purchase, the employee shall reimburse the City one half (1/2) of the initial reimbursement.

**Responsibility**

All City employees shall have the responsibility of familiarizing themselves with this directive and adhering to it.

Approved By: 

Original Effective Date: 07/23/2012  
Revised: \_\_\_\_\_  
Next Review: 07/23/2014

