

## 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 (½) of the initial reimbursement.

Responsibility		
All City employees shall have the responsibility of and adhering to it.	of familiarizing themselves	s with this directive
Approved By:	Original Effective Date:	07/23/2012
	Revised: Next Review:	07/23/2014



## CITY OF CRYSTAL LAKE iPAD REIMBURSEMENT

Pursuant to the City of Crystal Lake's "iPad/Laptop Reimbursement" policy, I hereby request a reimbursement whereby I will be responsible for acquiring and maintaining an iPad device or Laptop on the Verizon network, and I will be responsible for the monthly service for said device. The personal iPad device or Laptop will send and receive personal and business digital messages. The device will communicate with a city-maintained server that will provide access to my city-maintained Microsoft Exchange account.

I must keep the iPad/Laptop in working condition and maintain a minimum of 2 GB data service (or 4GB if on a shared data plan) on the iPad/Laptop at all times, at a minimum. I acknowledge that the City has the option of canceling my participation in the reimbursement program.

I understand that if I ever cancel or discontinue my personal iPad device or Laptop, I must notify Information Technology of the termination of service in writing. I understand that, if I fail to notify Information Technology of the termination of my personal data service, the City may pursue collection of past reimbursement payments as well as pursue disciplinary actions deemed suitable against me.

Employee's Printed Name	Employee's Signature	Date:
Department Head's Name	Department Head's Signature	Date:
Submit this application to Information Action: ( ) Approved	Technology. ( ) Denied	
City Manager's Name	City Manager's Signature	Date:
Reimbursement ChecklistAuthorization Reimbursement FormSales ReceiptConfirmation of Data Plan	Device Reimbursement AmountBegin Date for ReimbursementDevice Reimbursement IssuedReimbursement Discontinued	