

First Parish Church of Stow and Acton

Policy on Staff Computers

Policy # 036

Revision # 01

POLICY STATEMENT

Computers are a part of the cost of doing business for any organization. As an employer, FPC has a responsibility to provide the tools that staff need to do their work in a fair and reasonable manner.

This policy establishes a process that puts the least onus for ongoing management (purchase, maintenance, and repair) of the computers possible, for either the Minister, staff, or the FPC congregation while ensuring that we are good stewards of FPC finances and meet all legal and tax requirements under federal and state laws.

SCOPE

FPC will purchase, maintain, and coordinate repairs for all staff computers with exceptions listed below. FPC Communications Committee will identify a contractor to support the maintenance and repair of computers. The Committee will be responsible for the purchasing and coordinating the repair and maintenance of FPC computers.

A Technology Fund like the Capital Fund will be established for the ongoing FPC expenses for the purchase, repair, and maintenance of FPC computers. This fund would not be tied to the annual budget calendar.

A depreciation schedule for all FPC computers will be developed and maintained jointly by the Communication Committee and the Treasurer. A list of FPC computers will be developed and maintained by the Communication Committee with support from the Office Administration with specific attention to the model, age, and repair history.

If a staff member damages their issued computer and it cannot be repaired simply, then the staff member is responsible for the cost of repairing the computer or replacing it. If a staff member loses their issued computer through neglect, then the staff member is responsible for replacing it.

When staff member resigns or leaves the employment of FPC, the computer must be returned to the Office Administrator. The employee should remove any personal information. The computer will be reviewed by the communication committee for any relevant FPC documents, accounts, financial records, communications, etc. which are the uploaded to the FPC's cloud storage. The computer will then be wiped clean in preparation to be used. NOTE: Once the equipment is returned, the staff person surrenders any rights or interest to whatever data is stored on it.

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Determination of when it is necessary to replace computers will be made by the Communication Committee. The decision to replace computers will be based on their continuing functionality and repair history.

Note: Staff may choose to use their own computers which is fine. In that case, they would not get any special compensation if they made that choice.

Exceptions:

Minister: Because of the Minister's different compensation arrangement with the congregation, the Minister will use their professional expenses for the purchase of a new computer. The minister's professional expenses will be increased when the budget allows, by \$600 to cover the cost of new equipment. The minister will also participate in any maintenance contract FPC has negotiated.

Part Time Staff: As a condition of employment, staff who work very part time (less than 20 hours a week), such as the Publicity Coordinator, and possibly the Youth Coordinator, must have their own computer. This would be discussed at the time of hiring.

Note: Current staff professional expenses are not impacted by this policy (except for the minister).

IV. DEFINITIONS

The term "computers" in this document is defined as including not only actual computers (laptops or desktops) but also any associated hardware, software, and firmware. It does not include tablets or other electronic devices.

Staff refers to current and future employees of First Parish Church of Stow and Acton.

REFERENCES

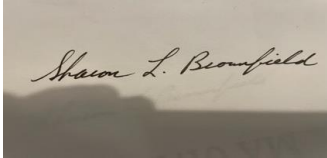
APPROVAL SIGNATURES

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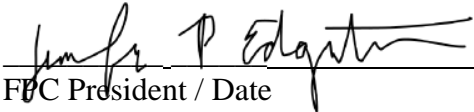
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2/2/24

Originator / Date

On behalf of the Board of Trustees



6/8/2024

FPC President / Date

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Attachment 1

Policy Attachment(s)

[Elaboration and clarification if needed, forms to be used, etc.]