



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

EXECUTIVE COMMITTEE RESOLUTION 2018-02

Virtual Workplace Policy

The Executive Committee of the Michigan Municipal Services Authority ("Authority") resolves that the following policy is adopted:

Virtual Workplace Policy

1. **Purpose:** The purpose of this policy is to empower employees to use personal office equipment and workspace to create a virtual workplace and minimize the need for the Authority to lease office space and purchase fixed assets. Employees are required to use personal devices for work and will be compensated for business use of personal devices and services according to this policy.
2. **Eligibility:** This policy applies to all Authority employees to the extent required by their duties and specified in their job description.
3. **Devices:** All devices acquired by the employee are owned by the employee. The employee is responsible for maintenance, support, repair and/or replacement. As such, the Authority requires three-year warranties or service contracts for personal computers and recommends them for all other personal devices. Only specific types of devices qualify for the program. These include and are limited to:
 - a. Personal computers (includes all types of stationary computers such as desktops and portable computers such as laptops, netbooks, and tablets)
 - i. Requirements: 256GB hard drive; 8GB RAM; 2.5GHz Processor; extended warranty or service contract; and antivirus software approved by the Authority.
 - b. Smartphones
 - i. Requirements: Smartphones must be supported by Google Apps Mobile Management. Supported devices include Android, iOS, Windows Phone, and smartphones using Microsoft® Exchange ActiveSync®. BlackBerry OS 7 or older devices and devices syncing to Google Apps using only IMAP or POP are not supported by Google Apps Mobile Management.

- c. Mobile broadband modems (Wi-Fi hotspot)
 - i. Requirements: Third generation (3G) or later
 - d. Accessories for qualified devices such as adapters, batteries, docking stations, keyboards, mice, and power supplies.
 - e. Data storage, monitors, modems, networking products, printers, routers, scanners, webcams and other components may qualify with CEO approval.
4. **Services:** Only specific types of services qualify for the program. These include and are limited to:
- a. Extended warranties and/or service plans for qualified devices
 - b. Home internet service
 - c. Mobile data, voice, and text messaging
 - d. Anti-malware, antivirus, cloud backup, Microsoft Office, password management, Portable Document Format (PDF), Virtual Private Network (VPN) and other software may qualify with CEO approval.
5. **Reimbursements:** Reimbursements are limited to \$1,600 in any 12-month period and \$4,000 in any 36-month period. Expenses greater than the 12-month maximum (but less than the 36-month maximum) may be carried over to the next 12-month period. Receipts are required.

Employee Acknowledgement

I acknowledge and agree that:

- I shall comply with this policy at all times
- The Authority shall have no obligation to provide me with a personal computer, smartphone, or other qualified device.
- I am responsible for the cost of maintenance, support, repair and/or replacement of my personal devices. The authority is not liable for theft, loss or damage to my devices.
- If my employment with the Authority is terminated (either voluntarily or involuntarily) within 90 days after receiving a reimbursement, I authorize the Authority to deduct the reimbursed amount from my wages or any other payment that is due to me upon the termination of my employment.
- Failure to comply with these requirements may result in my termination from the program and other disciplinary action.

Employee name:


Employee signature:

Date:

A new 36-month period for current employees begins effective January 1, 2018. A 36-month period will begin for any future employees on the date of employment. This resolution supersedes resolution 2015-09.

Secretary's Certification:

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on January 11, 2018.

By:  _____
Authority Secretary