Overview

The Technology Taxable Allowance (TTA) provides Columbia Gorge Community College (CGCC) employees with a taxable allowance to cover costs involved in utilizing personal technology equipment for College usage.

Applicability

A TTA is provided for staff and faculty only as designated by the technology requirement included in his/her job description.

CGCC reserves the right to modify this administrative rule at any time. Questions about this administrative rule should be addressed to the Chief Technology and Planning Officer, Chief Talent and Operations Officer, or the Chief Financial Officer.

Nothing in this administrative rule is designed to conflict with any provision in any collective bargaining agreement.

Administrative Rule Statement

CGCC implements a TTA when specific technology is required as part of a job description, it may be cumbersome to implement a College funded solution, and the usage of the technology is difficult to implement within the “college only” usage parameters.

The users of a TTA should update their agreement should the required technology costs change or no longer be needed.

The College does not guarantee the technology involved with a TTA. The college ITS department will offer reasonable support during typical work hours, but will refer the staff person to the manufacturer as needed.

Specific TTA arrangements are renewed on a yearly basis to assure the technology continues to be implemented as originally established, and continues to be used by the staff/faculty involved.
Upon request of the College, a user must promptly demonstrate the appropriate basis for use of the technology involved with the TTA.

Supervisors have the right to remove the usage of a TTA as they see appropriate.

**General Guidelines and Prohibitions**

The staff/faculty will only implement a TTA as required to perform their work. If the technology is not needed, it is the staff/faculty member’s responsibility to discuss the usage with their supervisor and to not use the TTA.

If the job description requires a specific technology, and the technology is applicable to the TTA, and the staff involved does NOT wish to use or acquire the technology personally, a college funded solution can be provided. A college provided solution follows the general college equipment usage policies.

Generally most TTA technology is available to be upgraded every two years. Staff may upgrade earlier, but the costs are not covered by the college.

Each TTA applicable technology will have its own defined cost schedule. The cost schedule can be updated any time as determine by the President or Chief Technology & Planning Officer.

A TTA can be cancelled at any time by the President.

If a TTA is cancelled, the college is NOT responsible for any residual contract costs.

A. General Guidelines

TTA equipment users will:

1. Maintain and keep the involved technology in good working order.

2. Use the technology provided by the TTA in a professional manner.

3. Promptly report security problems or misuse of the TTA technology to the Chief Technology and Planning Officer.

**Prohibitions and Procedures**

It is a violation of these procedures to engage in or attempt to engage in any conduct that is in violation of CGCC Administrative Rule 070.007.000 - Ethics.
Violations/Consequences

Violations of law by any individual will be reported to law enforcement officials.

A. Faculty and Staff

1. Faculty and staff who violate the this rule shall be subject to discipline, up to and including dismissal in accordance with CGCC Administrative Rule 070.007.000 - Ethics, negotiated agreements and applicable provisions of law.

Information Content/Third Party Supplied Information

A. Opinions, advice, services and all other information expressed by ECS users, information providers, service providers or other third party individuals are those of the user or providers and not the College.

B. The College does not warrant that the function or services performed by or that the information or software contained on the ECS will meet the ECS user's requirements or that the ECS will be uninterrupted or error-free or that defects can be corrected. The College's ECS is provided on an “as is, as available” basis. The College does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the ECS and any information or software contained therein.

C. CGCC is not responsible for material viewed or downloaded while using the equipment provided by the TTA. Users who operate this equipment do so at their own risk.

Definitions

None

Interpretation of Administrative Rule

Chief Technology and Planning Officer

Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 010.001.000 - Copyright and Fair Use
Further Information

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Strategic Direction

KFA 3: Faculty and Staff
KFA 8: Technology

Appendix

2. Board Policy #: Employee Code of Conduct