

UTAH TRANSIT AUTHORITY POLICY

UTA.05.14

DISTRIBUTION AND RETURN OF TECHNOLOGY RESOURCES

1) Purpose

To outline the process in which employee Technology Resources are distributed and assigned at the time of employment, transferred to a new position and returned or reassigned upon termination.

This policy applies to any Utah Transit Authority (UTA) employee who has been issued Technology Resources by UTA.

2) Definitions

“*Help Desk*” means the Information Technology Help Desk.

“*Management*” means any employee who is responsible for supervising another UTA employee.

“*Procurement*” means obtaining goods or services through UTA’s Supply Chain department.

“*Technology Resources*” means technology equipment issued to an employee such as a laptop or desktop computer, tablet, MiFi, cell phone, radio, or desktop phone.

3) Policy

UTA-supplied Technology Resources must be assigned, transferred, and returned in accordance with this policy.

A. Issuing Information Technology Equipment to Employees

1. Cost Center Manager Responsibilities:

- a. Determine if current Technology Resources within the department are adequate to meet employee needs and if necessary, order new Technology Resources through the Supply Chain department in accordance with Procurement procedures.
- b. Notify employees with Apple products they must use UTA credentials when logging into a UTA computer.
- c. If the employee is transferring from another department, the new manager must coordinate with the previous manager to determine if any Technology Resources will transfer with the employee.
- d. Notify the Help Desk of the Procurement or the transfer of Technology Resources.
- e. Ensure an employee transferring from one department to another does not physically move the desk phone.
- f. Notify the Help Desk five business days prior to the start date or transfer date of the employee and provide the Help Desk with the employee’s name, the desk phone extension, and whether voice mail setup is needed.
- g. If the employee is transferring from another department, notify the Help Desk of the need to transfer any Technology Resources, provide information regarding the new cost center, and make a request for a new desk phone if needed.
- h. Educate the employee regarding UTA’s Acceptable Use of Technology Resources, and

Use of Electronic Devices policies.

2. People Office Responsibilities:

- a. Provide on-boarding guides to the manager, reminding them to order Technology Resources and contact the Help Desk for a desk phone number five days prior to the start or transfer date of the employee.
- b. Notify the Help Desk, system support administrators, and network support administrators, of all new hires and transferring employees who will require computer access.
- c. Remind the manager to coordinate the transfer of Technology Resources and cell or desk phone numbers with the previous manager and the Help Desk.
- d. Notify the Help Desk, System Support Administrators and Network Support Administrators, of all new hires and transferring employees who will require computer access.
- e. Issue and set up all Technology Resources, software, and access required for the new or transferring employee as directed by the manager.
- f. As needed, assign a desk phone number, a MiFi wireless router, or mobile phone, and ensure the billing for Technology Resources is assigned to the correct cost center manager.
- g. Set up, retain, and track all information Technology Resources issued to employees.
- h. Arrange for laptops and tablets to have data preserved, as necessary, and to be processed by the Help Desk to remove old data and prepare for reissuing as needed.
- i. Maintain an inventory of Technology Resources issued to employees.
- j. Comply with Information Technology responsibilities pursuant to UTA policy on Information Security.

B. Returning Information Technology Equipment for Terminating Employees

1. Employee Responsibilities:

Prior to or on the last day of employment, employees must:

- a. Return to the People Office all UTA-supplied radios, MiFi, and mobile phones with application store log-in credentials prior to or on the last day of employment.
- b. Return UTA-supplied laptops and tablets to the employee's direct supervisor.
- c. Leave desk phones and desktop computers in their current location.
- d. Reimburse UTA for any unreturned Technology Resources.

2. Cost Center Manager Responsibilities:

- a. Instruct employees who are voluntarily terminating their employment to arrange for exit processing with the People Office to return radios, MiFi, and mobile phones with application store log-in credentials, if applicable.
- b. Gather all other UTA-issued Technology Resources from employees who are involuntarily terminating and request services to be turned off.
- c. Return all MiFi and mobile phones, to include application store log-in credentials, from

involuntarily terminating employees to the People Office.

- d. Notify the Help Desk and People Office of any Technology Resources the employee failed to return.
 - e. Notify the Help Desk and People Office of any Technology Resources the employee failed to return.
3. Human Resources Responsibilities:
- a. Conduct exit processing by recovering MiFi and mobile phones with passcodes and application store log in credentials if applicable.
 - b. Return Information Technology equipment passcode and application store log-in credentials to the Help Desk for reassignment.
 - c. Notify the Help Desk, system support administrators, and network support administrators.
 - d. Process final payroll deductions if employee fails to return Information Technology Resources.
 - e. Arrange for deductions from the employee's final paycheck for any equipment not returned.
4. Information Technology Responsibilities
- a. Upon termination, provide the manager and Human Resources with a list of applicable Technology Resources issued to employees and the value of any unreturned Technology Resources.
 - b. Arrange for the voice mail on desk phones to be locked for terminating employees and coordinate with the manager if voice mails are to be saved for future use.
 - c. Process mobile phones and MiFi received from Human Resources for use within UTA and reassignment as needed.
 - d. Notify Human Resources of any mobile Technology Resources issued and, if not returned, the value to be deducted from the employee's final paycheck.
 - e. Shut off service and confirm UTA is no longer being billed for returned Technology Resources.
 - f. Arrange for desktops, laptops, and tablets to be prepared for continued use, with the review of the Records Management department and in conformance with UTA Policy on Information Security.

4) Review

This policy must be reviewed annually as required by Utah Code.

5) Cross-References

- 1.2.24 Acceptable Use of Technology Resources
- UTA.05.01 Use of Electronic Devices While Driving
- UTA.01.20 Information Security
- Utah Code § 17B-0-802 Review of Personnel Policies
- UTA Employee Handbook

This UTA policy was reviewed by UTA’s Chief People Officer on 05/29/2026, and approved by the Executive Director on _____ . This policy takes effect on the latter date.

Jay Fox
Executive Director

Approved as to form and content:

DocuSigned by:


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Counsel for the Authority

History

Date	Action	Custodian
03/14/2017	Adopted – Corporate Policy 2.1.11 Distribution and Return of Technology Resources	
	Revised and Renumbered – UTA.05.14 Distribution and Return of Technology Resources	Chief People Officer
	Board Reviewed – UTA.05.14 Distribution and Return of Technology Resources	Chief People Officer