

Administrative Procedure 412

EMPLOYEE COMPUTER PURCHASE PLAN

Background

For computers to be used effectively in the Division, it is essential that the staff using the equipment be familiar and comfortable with the technology. One effective means of accomplishing this goal would be to have a computer in the employee's home. Since the purchase of personal computers is a significant investment, this administrative procedure provides assistance to employees in the acquiring of this equipment.

Procedures

1. The Plan

- 1.1 Up to \$2000 can be borrowed for the purchase of computer equipment.
- 1.2 Repayment plans for up to 24 months.
- 1.3 Available to all employees of the Division.
- 1.4 Only one loan is available at a time. A new loan is not available until the previous loan is fully paid.
- 1.5 The loan is for the purchase of a single computing device (Desktop, Laptop/Notebook, Net Book, Tablet and peripherals (printer, computer monitor, etc.).

2. The Process

- 2.1 If an employee is purchasing a computing device, present the original, signed invoice in person to the Payroll Officer.
- 2.2 Make arrangements with the Payroll Officer to sign the loan agreement outlining the terms of repayment, as authorized by the Secretary-Treasurer.
- 2.3 A cheque will be issued to the employee to a maximum of \$2000 on the next cheque run.
- 2.5 The loan payment will be deducted from each pay until the loan is paid in full as stated in the loan agreement.
- 2.6 If there are any questions regarding the reimbursement, please contact the Administrative Assistant Finance and HR.

Repayment Conditions

- 3.1 If an employee ceases to be employed by the Division for any reason whatsoever, the outstanding balance is payable immediately.
- 3.2 Any amount unpaid subsequent to termination will accrue at a rate of 10% per annum.



- 3.3 The amount outstanding may be deducted from any monies owed to the employee, including but not limited to salary, holiday pay, pension benefits or other amounts.
- 3.4 An employee must supply post-dated cheques for any type of employment leave.

3. Purchase Recommendations

- 4.1 Computer equipment may be purchased at any business. A computing device may include, but not limited to, the following: peripherals such as Monitors, Printers, Keyboards, Mice, External Storage Devices and the necessary cabling to connect them to the main computing device.

Reference: Section 60, 61, 113, School Act

