

## Administrative Procedure 412

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# EMPLOYEE COMPUTER PURCHASE PLAN

## Background

For computers to be used effectively in the District, 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 District.
- 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 District 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

Agreement made this \_\_\_\_\_, \_\_\_\_\_, 2020  
(Month) (Day) (Year)

BETWEEN:

**THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION**  
(Hereinafter referred to as the Division)

AND

\_\_\_\_\_  
(Hereinafter referred to as the Employee)

*WHEREAS* the Division has purchased, on behalf of and at the request of the Employee, items pertaining to personal computer hardware; or

*WHEREAS* the Employee has purchased the computer hardware on his/her own; and

*WHEREAS* the Division has elected to provide the Employee with a purchase plan with which to cover the cost or partial cost of said personal computer hardware; and

*WHEREAS* the Employee acknowledges receipt of the personal computer hardware on this agreement and any signed appendices; the Division and the Employee agree as follows:

1. The Employee agrees to repay the Division the amount named herein and on any signed appendices totaling \$\_\_\_\_\_ in the form of monthly payments.

Payroll deductions of \$\_\_\_\_\_ per month, commencing with the first payment on

\_\_\_\_\_, \_\_\_\_\_, 2020  
(Month) (Day) (Year)

for \_\_\_\_\_ payments, and ending with the final payment on

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Day) (Year)

2. If the Employee ceases to be employed by the Division for any reason whatsoever, the Employee shall forthwith and without demand pay to the Division the amount outstanding together with

interest at the rate of 10 percent per annum from the date upon which the Employee ceased to be an employee of the Division until payment is received by the Division.

3. The Employee hereby authorizes the Division to deduct from any amounts which may be owing by the Division to the Employee at the time of cessation of employment, including any wages, holiday pay, pension benefits or other amounts, any amounts which may be owing to the Division as a result of this agreement.
4. If the Employee takes a leave of any type, the Employee shall forthwith provide to the Division post-dated cheques for the length of leave.
5. The details of personal computer hardware purchased are described on the invoice appended to this contract.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary-Treasurer