

## PROCEDURE

<b>Policy Title</b>	Employee Computer Purchase Program
<b>Policy Holder</b>	Organizational Effectiveness
<b>Policy Approver(s)</b>	College Planning Committee
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Appendices</b>	
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	December 19, 2012
<b>Next Review Date</b>	

### Purpose

To encourage employees in their life-long learning journey by facilitating the purchase and use of computers.

To provide a financial catalyst to employees in order to move the College and employees forward as a learning organization that encompasses strategies for staff development, retention and succession planning.

The College is a learning organization and therefore committed to supporting employee computer literacy and access to new technologies. The College will provide full-time employees with an interest free loan of up to 90% of the cost of computer hardware and software and initial hardware costs to provide for high-speed internet access.

### Scope

The program offers an interest free loan for up to 90% of the cost of a computer for the personal use of the employee or a family member. The loan minimum is \$500 and the maximum is \$3,000.

### Definitions

- Computer Purchase:

1. An invoice supplied to Human Resources Services (HRS) by an employee will be paid directly by the College. The invoice must be accompanied by a ten percent (10%) down payment payable to Confederation College.
2. Receipts supplied to HRS for computers already purchased will be reimbursed directly to the employee at 90%.

- **Loan Repayment:**

1. Employees will repay the computer loan over a maximum of two (2) years from the date the Computer Loan was issued.
2. Repayment will be through payroll deduction.
3. Employees who terminate from the College prior to repaying the Computer Loan will have the outstanding balance deducted from amounts owing at termination.
4. If the outstanding balance exceeds the amounts owing at termination the employee will be invoiced for the remainder of the balance of the Computer Loan.

- **Vendor Restrictions:**

Purchases must be from Canadian vendors only.



## APPENDIX A

**REQUEST TO PURCHASE A MICROCOMPUTER  
 THROUGH PAYROLL DEDUCTION**


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**CRITERIA: (ALL MUST BE MET)**

1. Purchaser must be a **FULL-TIME** employee of Confederation College.
2. The total loan must not exceed \$3,000 per employee and must be repaid within 24 months of purchase date (to be deducted from pay.)
3. The total loan must not be less than \$500.

**PART 1 – TO BE COMPLETED BY FULL-TIME EMPLOYEE:**

NAME: \_\_\_\_\_ DEPT.: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

**CANADIAN COMPANY MICROCOMPUTER EQUIPMENT/SOFTWARE PURCHASED FROM:**


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<b>PURCHASE PRICE</b>	\$ _____
<b>ADD: P.S.T.</b>	_____
<b>G.S.T.</b>	_____
<b>SUB-TOTAL</b>	\$ _____
<b>DEDUCT: DOWN PAYMENT</b>	( _____ )
<b>Rec. # _____</b>	
<b>BALANCE REMAINING *</b>	\$ _____

**\* TO BE DEDUCTED IN EQUAL INSTALLMENTS OVER \_\_\_\_\_ PAY PERIODS (Max. 52)**

I, \_\_\_\_\_ authorize deductions from my payroll to repay the “**Balance Remaining**” as stated above. Furthermore, in the event of termination of my employment at Confederation College for any reason whatsoever, the outstanding debt of this obligation will become due immediately.

The equipment will not be disposed of during the term of the loan. This includes sale, transfer or donation.

It is understood that no representation or warranty is made or implied with regard to the equipment purchased by the employee under this arrangement and Confederation College accepts no responsibility in any respect thereto. Any arrangements for warranty, servicing, repairs, etc., to the equipment are the responsibility of the employee.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS \_\_\_\_\_

DATE \_\_\_\_\_

**PART 2 – TO BE COMPLETED BY PAYROLL STAFF:**

Deductions in the amount of \$ \_\_\_\_\_ per pay period, will commence \_\_\_\_\_  
and conclude \_\_\_\_\_ at which time this obligation will be fulfilled.

Deductions set up by: \_\_\_\_\_

Date: \_\_\_\_\_

## Non-Compliance

### Revision History

Version	Change	Author	Date of Change