



MUNICIPALITY OF THE COUNTY OF PICTOU EMPLOYEE COMPUTER PURCHASE POLICY

PURPOSE

To establish a uniform policy for the purchase of personal computers by the employees of the Municipality for home use.

POLICY

The Municipality will provide a program to enable its employees to purchase a personal computer for home use under the following criteria:

- The Program will be in the form of an interest-free loan;
- The maximum amount available for an individual employee will be \$2,500;
- The repayment will be through payroll deduction;
- The time period for repayment will not exceed 36 months;
- Eligibility will be limited to full-time employees who have successfully completed their probationary period;
- The arrangements for purchase, delivery and installation of equipment will be the responsibility of the employee;
- The Employee will be responsible to arrange for the Municipality to be direct invoiced for the total purchase price;
- The Municipality will not be held responsible for failure of the product purchased or vendor service;
- In the event the employee ceases to be employed by the Municipality, all monies owed under this program will become payable immediately. Failure to pay outstanding balances may result in the Municipality taking legal action to recover the amount owing;
- The Total amount allocated to the program, by Council, will not exceed \$15,000 annually'
- The program will be administered on a first come, first serve basis.

- Employees participating in this program must enter into a written agreement with the Municipality stating their acceptance of the aforementioned terms and confirming their repayment schedule.