

TOWN OF STRATFORD - COUNCIL POLICY

Name:	Employee Computer Purchase Plan	Policy Number:	2004-HR-01
Committee:	Human Resources	Approval Date:	May 12, 2004

1. Introduction

The Town recognizes the importance of computer literacy for employees and Council members and wishes to help employees and Council members to become, and to remain, proficient with the use of personal computers. This policy is intended to encourage and support the purchase of home computers for staff and Council members.

2. Terms and Conditions

The following terms and conditions apply to the purchase of home computers, portable computing devices and home computer peripherals for Town Staff or Council members:

- a. The maximum amount of the purchase/loan shall be \$3000 once in every three year period.
- b. Only permanent employees who have completed their probation period and currently elected Council members are eligible.
- c. Purchase arrangements must be made directly by the employee or Council member and the purchase will be paid by the Town upon presentation of a satisfactory bill of sale or invoice.
- d. Employees shall repay the Town with interest via a bi-weekly payroll deduction for a period not to exceed 3 years.
- e. Council Members shall repay the Town with interest via a deduction from the quarterly Council remuneration cheque. The loan period must not exceed the remaining term of the Council member and the loan payment must not exceed the amount of the quarterly remuneration cheque after taxes and other deductions.
- f. Interest will be calculated at the Town's current rate of short term borrowing at the time of the loan (nominally the bank prime rate).
- g. Employees or Council members on a leave of absence must leave post dated cheques with the Town to cover the purchase.
- h. Employees or Council members whose association with the Town ceases must pay any outstanding loan balance in full.
- i. Employees and Council members must enter into a contract with the Town for the loan amount.