

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. Application
 - 1.1 Eligibility: Any regular permanent employee of the Division (full or part-time) is eligible to participate.
 - 1.2 Application: Employees wishing to participate in the purchase plan shall contact Division Office for appropriate documents.
2. Funding Levels

An employee's purchase shall be restricted to a maximum of ten (10%) percent of his/her annual income.
3. Interest

In addition to the equipment cost, the employee shall be required to pay interest at a rate prescribed by Canada Customs and Revenue Agency determined on a quarterly basis.
4. Repayment Schedule

The purchase shall be repaid by the employee over a period of not more than twenty-four (24) months.
5. Termination of Employment

If an employee's contract is terminated, the entire outstanding balance will be deducted from his/her final cheque. If, after said deduction, there remains an outstanding balance, it shall be considered due and payable immediately.
6. Equipment Supplier

From time to time, the Division may enter into agreements with a company for the supply of hardware and/or software under this plan. In the event of such an agreement, purchases made by employees under this plan may be subject to the terms of that agreement.

Reference: Section 60, 61, School Act