



LAC LA BICHE COUNTY POLICY

TITLE: EMPLOYEE COMPUTER PURCHASING	POLICY NO: CS-03-004
RESOLUTION: 10.007	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: MANAGER, HUMAN RESOURCES	NEXT REVIEW DATE: JUNE 16, 2012
SPECIAL NOTES/CROSS REFERENCE: AC-017, AC-12-007	AMENDMENT DATE:

POLICY STATEMENT:

As a benefit to its permanent employees and Council Members, and as a means to promote and encourage computer literacy, Lac La Biche County will provide employees and Council Members with an opportunity to purchase computers and computer equipment for favorable pricing through the County's main computer vendor and will further provide financing, when required, to employees and Councillors at a reasonable rate.

PROCEDURE:

1. All post-probationary, permanent employees and all Council Members will have the opportunity to participate in this program.
2. Eligible employees and Council Members will have the opportunity to purchase computers and computer equipment through the County's main computer vendor. Pricing for the equipment will be subject to the rates provided by that vendor.
3. Each participant may pay for some or all of the purchase up-front. The balance may be borrowed by the employee or Council Member through the County, to a maximum principle of \$2,000.00 per calendar year and no more than a cumulative principle amount per employee of \$3,000.00 at any one time.
4. The County shall charge interest on the borrowed amount at the minimum Canada Revenue Agency prescribed rate at the time of purchase.
5. Although Lac La Biche County will make every effort to comply with the prescribed rate, in the event that the participant receives a discount and/or interest rate which is less than the prescribed rate, the amount may be added to the participant's T4 as a taxable benefit, in accordance with Canada Revenue Agency's regulations.
6. Each employee/Councillor must repay the funds advanced in this matter by the County in equal monthly payments over a period of time not to exceed 24 months.
7. The employee or Councillor may pay the balance owing off at any time without penalty.

8. In the event the employee departing services from the County or, in the case of a Council Member, their term of service ends for any reason, any financing owing will come out of any remaining wages, salary or honorarium, as the case may be, owed by the County to that employee or Council Member. If a balance persists, the individual shall be invoiced for the remainder owing and it shall constitute a debt owed to Lac La Biche County. Any residual balance owing must be paid within 60 days of departure.
9. Although Lac La Biche County will serve as a facilitator for purchases of equipment under this policy, the warranty on all equipment shall be between the employee/Councillor and the computer vendor. Further, Lac La Biche County cannot guarantee that pricing offered under this program will be the lowest or the best.
10. Orders under this program will be placed through the Corporate Services department in accordance with operational consideration. The Director of Corporate Services in his or her discretion will allow for the purchasing for such equipment in batches or groups as deemed appropriate.
11. This program is limited to post-probationary, permanent employees and Council Members only.

"Original Signed"
Chief Administrative Officer

January 22, 2010
Date

"Original Signed"
Mayor

January 22, 2010
Date