



<b><i>ADMINISTRATIVE POLICY</i></b>	<b>No. 1R</b>
<b>PERSONAL COMPUTER EQUIPMENT PURCHASING PROGRAM</b>	Motion # 2008-128 Adopted on: December 2 <sup>nd</sup> , 2008

**1. PURPOSE**

To offer City Council members and municipal employees the opportunity to:

- a) purchase a personal computer,
- b) upgrade an existing personal computer and/or
- c) purchase additional computer equipment that can be attached to their personal computer, as specified in Schedule A, therein.

**2. SCOPE**

The following guidelines aim to establish a policy regarding eligibility criteria for the computer equipment purchasing program.

**3. OBJECTIVES**

- 3.1 To allow permanent employees and City Council members to increase their skills and computer knowledge.
- 3.2 To offer municipal employees every possible opportunity for self-improvement and professional training.

**4. APPROVAL CRITERIAE**

- 4.1 Be a permanent employee of the City of Edmundston and receive a weekly pay.
- 4.2 Be an occasional employee of the City of Edmundston and receive a weekly pay for the last 12 months preceding the purchase.
- 4.3 Be a member of City Council, as Mayor or Councilor.

## **5. TERMS OF THE PROGRAM**

- 5.1 Each person accepted on the program can take advantage of the following maximum amounts:**
- a) \$ 2,500 for a permanent employee or a council member**
  - b) \$ 1,000 for an occasional employee**
- 5.2 The reimbursement period will be established as follows:**
- a) Permanent employees – maximum of 156 weeks**
  - b) Occasional employees – maximum of 52 weeks**
  - c) Members of Council – until the end of their term, max. 156 weeks**
- 5.3 This policy is subject to the availability of the funds allocated each year for this program.**
- 5.4 Please note that this financing method (personal loan without interest) is considered by Revenue Canada as a taxable benefit for beneficiaries.**

## **6. IMPLEMENTATION PROCESS**

- 6.1 Each person interested in taking advantage of the program must:**
- a) take the necessary steps to buy his or her own computer or piece of equipment. At certain specific periods, the IT Coordinator will check for group discounts; persons interested may verify to find out the specific dates. The IT department can explain the terms of the program and offer the support if necessary.**
  - b) apply with the Accounting Coordinator for a file assessment and purchase approval.**
  - c) fill out the enclosed form and return it to the Finance Department who will proceed with the weekly payroll deduction.**

## **7. ABROGATION**

**This policy replaces any previous personal computer equipment purchasing program for the City of Edmundston.**

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**Mayor**

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**Clerk**

## **Schedule A**

### **1. Items that qualify for the Computer purchase program:**

- Computers ( Processor, key board, mouse, screen and installation cables)
- Computer parts for upgrades or repairs
- Printer
- Scanner
- Digital camera
- Professional software (for employee training improvement)

### **2. Items that do not qualify for the Computer purchase program:**

- Office equipment as desk, chair, calculator, etc.
- Computer stationery (paper, cd and floppy discs, cases, etc.)
- Computer games
- Parts for playing games with the computer
- Ipod, MP3 or walkman
- GPS
- All other item that is not identified on the list of items that qualify



**PERSONAL COMPUTER EQUIPMENT  
PURCHASING PROGRAM**

<b>Name:</b>	<b>Service:</b>	<b>Council:</b>
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<b>Total amount:</b>	<b>Weekly amount:</b>	<b>Period of time:</b>
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I hereby acknowledge that I have been informed about the terms of the personal computer equipment purchasing program and that I accept that the above mentioned price (total amount) from the City for the purchase of a personal system be reimbursed by weekly deduction from my paycheck for the period of time indicated.

In the event of my departure before having completely reimbursed the above mentioned amount, I agree to pay the outstanding balance on the date of my termination of employment (municipal employee) or at the end of my term (member of Council) and I authorize the Edmundston Finance department to settle this debt by taking the outstanding balance out of amounts that will be owed to me by the City upon my departure.

<b>Date:</b>
<b>Signature:</b>
<b>Approval (Treasurer or Assistant Treasurer):</b>