



## EMPLOYEE COMPUTER PURCHASE PLAN

### Background

The Board of Education continues to support the use of technology as an everyday part of the education process. The Board would like to facilitate employees who use computers at home and therefore gain confidence, stay current, and explore the many ways technology can help students learn. Therefore, the Northwest School Division has established an employee computer purchase program to help with the initial cost of purchasing a computer.

### Procedures

New systems purchased must consist of at least a computer and monitor or a laptop. Other options can include scanners, printers, external storage devices and software.

Items that will not be considered for this program include digital cameras, computer furniture and gaming devices.

1. The program is open to permanent employees only.
2. The maximum loan amount will be \$3,000 and the minimum loan amount will be \$500.
3. The loan is repayable over a maximum 24-month period by equal monthly payroll deduction. Employees will be set up for the first installment repayment shortly after receipt of the computer loan and can schedule the number of payments needed up to a maximum of two (2) years. Any outstanding balance may be repaid, in full, at any time.
4. Full payment of any outstanding balance is due on termination/retirement from the Northwest School Division No. 203. If an employee is on an approved leave of absence, repayment of the loan for that period must be made in advance of such leave.
5. Purchases must involve new equipment/supplies/software only. Second-hand or private purchases will not be recognized as valid purchases for this Program.
6. The original paid invoice(s) must be in the employee's name and a copy of the invoice(s) must be submitted together with an original signed and witnessed Promissory Note to the Meadow Lake Division office for approval of purchase and loan payment. The Northwest School Division No. 203 will not pay the vendor directly. Submissions for the computer purchase loan must include the specification sheet of the unit being purchased or have the specs listed on the invoice.
7. A promissory note must accompany your submission. Make all of your computer purchase requirements prior to your submission. Once the Promissory Note has been signed, additional purchases will not be allowed as an add-on balance to the existing note.

8. Only one Promissory Note will be allowed at any given time. You must pay off the current Note, in full, before another Note can be authorized.
9. The benefit of an interest-free loan is considered to be a taxable benefit according to Canada Customs and Revenue Agency (CCRA) guidelines and will be included on your T4 slip for income tax purposes. If a demand for payment is made, applied interest will be in accordance with current federal prescribed rates.

Approved:            September 10, 2018