



Employee Computer Purchase Plan

Human Resources

Policy

1. The plan shall be available to permanent employees of the Brantford Public Library who are regularly scheduled to work 18 hours or more per week.
2. The plan will provide loans of from \$300 to \$3,000 up to maximum total of \$30,000 for the system on a first come, first eligible basis.
3. The funds will be made available from the Brantford Public Library Automated Equipment Reserve Fund.
4. Financing is to be provided by the Brantford Public Library on an interest- free basis. The minimum loan amount will be \$300.00. The maximum will be one system per eligible employee. The maximum amount of any individual loan is to be set at \$3,000. The interest free loan will be considered a taxable benefit to the employee.
5. The loans will be paid back through payroll deduction.
6. Each participating employee will be required to sign a Promissory Note which will become due and payable upon the employee's termination of employment.
7. The maximum loan payback period is to be set at 2 years. Shorter term lengths are to be available at the discretion of the employee.
8. The employee will have the option to pay an initial down-payment thus reducing the money advanced by the Brantford Public Library.
9. Minimum specifications for purchases and upgrades are updated annually and approved at the discretion of the Technology Development and Support Department. The intent of the plan is to make technology compatible with the work environment available for employees to use at home to upgrade their technology literacy. Gaming consoles will not be approved.

History

Supersedes: Not applicable

Background documents, related policies: Not applicable

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Projected Review Period: Not applicable

Author: Unknown

Approval Level: Brantford Public Library Board