



## **Employee Computing Technology Purchase Program**

### **Rationale**

To aid full time SAMU employees in budgeting for and purchasing computing technology equipment for personal use, this procedure establishes regulations under which employees repay in increments the cost of computing technology equipment purchased for them by SAMU.

### **Definitions**

### **Regulations**

- 1** All full-time employees are eligible for the program. Consider the following factors when determining eligibility:
  - 1.1** whether the employee has adequate financial resources to fulfill their commitment to SAMU;
  - 1.2** whether financial considerations and risk pose concerns for SAMU;
  - 1.3** the minimum loan is greater than \$200; and
  - 1.4** whether employees have completed their probationary period (where applicable).
- 2** Applications for access to the program are considered and approved by the General Manager.
- 3** A repayment schedule is determined in consultation with the Director of Finance.
  - 3.1** The repayment period may not exceed the remaining portion of the employee's contract (for term employees), or two years, whichever is shorter.
  - 3.2** Repayment takes the form of direct deductions from the employee's pay cheque.
- 4** The employee, after receiving written approval from the General Manager, provides a printed quote of the total cost of the computing technology equipment (inclusive of any peripherals, software, or warranty), including all applicable taxes.
  - 4.1** The total cost of the computing technology equipment must be less than the employee's net pay on their most recent semi-monthly pay cheque. Any overage is the responsibility of the employee.
  - 4.2** Once the written quote has been provided to the General Manager, the employee signs a computing technology loan agreement; a copy of the agreement is provided to the Department of Finance.
  - 4.3** The General Manager's designate purchases the quoted computing technology equipment using a SAMU credit card.



- 4.4** A copy of Invoices or credit card receipts are given to the Director of Finance for payment, who starts payroll deductions.
- 5** The cost of the computing technology may be paid back in full at any time.
- 6** Should an employee leave SAMU before the cost of the computing technology is reimbursed in full, SAMU deducts the outstanding balance from the employee's final pay cheque.
- 6.1** Where the remaining balance is greater than the employee's final pay cheque, the employee is invoiced the outstanding amount.
- 7** The accessibility of the program may be further limited from time to time, in accordance with the immediate financial needs of SAMU.
- 8** Computing technology equipment purchased under the program is not intended to replace the computing technology offered by SAMU. No additional remuneration or compensation is given to those who opt to use their personal computing technology equipment as opposed to the computing technology equipment SAMU provides.
- 9** Only one purchase may be ongoing per employee at any given time.



## Fact Sheet

### Approvals:

First Approval – October 3, 2013

Last Approval – September 18, 2019

### Review By:

### Source and Updates:

October 4<sup>th</sup>, 2013: *Employee Computer Purchase Program* approved by Executive Committee motion E2013-10-03-10. Source material drawn from *Operational Policy 2 – Employee Computer Purchase Program*.

September 18, 2019: *Employee Computing Technology Purchase Program* approved by Executive Committee motion E2019-09-18-3 on the recommendation of the Procedure Sub-Committee. Terminology of “Computer” changed to “Computing technology” to encompass more than just a standard computer purchase.

### Related Documents:

Employee Computing Technology Purchase Program - Legal Agreement

Employee Computing Technology Purchase Program - Repayment Schedule