

STARLAND COUNTY POLICY MANUAL

FUNCTION: Council / Administration

FUNCTION NUMBER: 130

POLICY: Council / Staff Home Computer Purchase Program

POLICY NUMBER: 130-1

DATE: January 28, 2003

Purpose: To establish a process wherein a Council member or permanent salaried or hourly staff members can purchase a home computer through the County, and paying for the equipment through payroll deduction or per diem deduction. The benefit to the County will accrue through increased familiarity with the technology and/or increased communication capability with the County.

1.0 Eligibility:

All Starland County Council members and full time permanent employees, whether employed on a salaried or hourly basis, are eligible to participate in the Home Computer Purchase program.

2.0 Process / Application:

The employee / Council member may obtain a written quotation from any one of the vendors approved by the County. Alternatively, the employee / Council member can obtain a written quotation from any third party vendor and apply this equipment purchase to the program.

Upon deciding to participate in the Home Computer Purchase program, a summary of the computer equipment and prices will be submitted to the Administrative Assistant – Payroll, to allow for preparation of a computer acquisition agreement. The signed Computer Acquisition Agreement will be presented to the Chief Administrative Officer and Reeve for endorsement. Upon full execution, the Administrative Assistant – Payroll will implement the necessary payroll deduction. In the case of a Council payment deduction, the necessary payment option details will be presented to the Administrative Assistant – Accounts to accommodate the implementation of the payment deduction.

3.0 General Terms of the Computer Acquisition Agreement:

The employee can reimburse the municipality for the purchase over a period of up to thirty six months (72 semi-monthly payments). Council members can purchase their computer equipment over a period of thirty six months, but have additional flexibility to choose monthly, quarterly or annual payments to coincide with payment of Council committee or supervision payments. At any time during the thirty six month period, the employee or Council member have the option of making any lump sum payments towards the Home Computer Purchase program. When all required payments are completed, the employee or Council member will be given a statement summarizing the payments made, and confirming that all required payments have been met.

If the employee terminates his/her employment with the County, or should the employee's position be terminated by Council, the employee shall pay out the remaining balance owing to the municipality. Any final payments for payroll owing to the employee may be withheld pending final payment of the computer acquisition fees. If a Council member completes his / her term as a Council member, the Council member shall pay out the remaining balance owing to the municipality. Any final payments for committee or supervision payments may be withheld pending final payment of the computer acquisition fees.

Starland County will pay all transfer and freight charges resulting from the delivery of computer equipment to the Starland County office in Morrin. The County will also pay all G.S.T. on the total purchase of the equipment. The County will not charge any interest on the outstanding balance of the original purchase amount.

The contract amount will consist of the total basic cost of the computer system and all peripherals and software required for operation of the system. The maximum purchase is \$5,000.00, including any amount already in effect from prior purchases. The total of old and new purchases shall not exceed \$5,000.00.

The County accepts no liability for the provision of the equipment as supplied to the employee / council member. The County is in no way responsible for the reliability, service or warranty for the equipment purchased.

4.0 Effective Date:

The County has offered this purchase option through an individual agreement basis on an ongoing basis. The policy as outlined herein was requested by the Personnel Committee in 2003. The policy was approved by Council this 28th day of January. 2003.

5.0 Policy Amendments:

