

## EMPLOYEE COMPUTER PURCHASE PLAN PROCEDURES

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Human Resources
<b>Parent Policy:</b>	Compensation Policy
<b>Approval Date:</b>	July 18, 2012
<b>Effective Date:</b>	August 1, 2012
<b>Procedure Owner:</b>	President and CEO
<b>Procedure Administrator:</b>	Director, Workforce Development & Human Resources

### Overview:

The NorQuest College (College) Employee Computer Purchase Plan:

- provides employees with a financial benefit, and
- encourages employees to increase their level of expertise in the use of computers and computer applications

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No.5](#), which delegates authority to the President and CEO to establish policies and procedures for the College's management and operation.

### Procedures:

The Employee Computer Purchase Plan procedure assists eligible employees in obtaining an interest free payroll loan from the College in order to purchase computer hardware and software.

#### Computer Loan Conditions

Employees occupying Permanent or Term positions, who have successfully completed their probationary period, are eligible for a computer purchase loan in accordance with the following:

- Loans may be granted for a minimum \$500.00 to a maximum of \$3,000.00.
- Loans will be repaid by a regular biweekly deduction of not less than \$25.00 or the original amount divided by the approved term of the loan, whichever is greater.
- The loan for a term employee must not exceed the length of their current term assignment.
- A permanent employee must repay the loan over a maximum of 52 pay periods.
- All loan repayments will commence in the pay period following completion of the [Employee Computer Purchase Plan Agreement](#), and consist of equal biweekly payroll deductions.
- The loan to purchase computer hardware and software will bear no interest; however, an amount related to the market rate of interest, based on the Canada Revenue Agency prescribed rate, will be a taxable benefit to the employee and reported accordingly. Prescribed interest rate details are available on the Canada Revenue Agency website at the following link: [Canada Revenue Agency - Prescribed Interest Rates](#).
- Upon termination of the employee's employment or a change in employment status at the College for any reason whatsoever, including leaves without pay, the outstanding balance of the loan shall become due and payable prior to processing of the final payroll payment by the College. However, subject to approval, an employee on approved leave may make application to continue

making regular biweekly payments through post dated cheques.

- It is the sole responsibility of the employee to ensure that their personal financial commitment made under this policy will be met.
- Loans will only be issued for the purchase of new computer hardware and software.
- Employees are permitted one outstanding loan under the plan at a time. On completion of a loan repayment, the employee may reapply to the plan.
- Warranty and Service - systems are the property of the individual purchaser and are to be installed, wholly serviced, and maintained by them and/or through their warranty with the supplier. The College accepts no responsibility or obligation, whether expressed or implied, in this regard.
- For the purpose of maintaining a manageable fund, the maximum amount of outstanding loans held by the College under this plan is limited to \$150,000. Loans will be approved on a first come first served basis.

**Actions:**

- Eligible Employees are responsible for identifying their own computer hardware and software needs, through a vendor of their choice, and obtain a written quote for the computer equipment and software they wish to purchase.
- Employees must complete the [Employee Computer Purchase Plan Agreement](#), attach a quote for the computer hardware/software from a single retail vendor, and submit the Form to Employee Services, Workforce Development & Human Resources.
- Employee Services will verify the employee's eligibility and review the documentation for computer purchase plan requirements.
- Once requirements are met, and both the employee and Employee Services sign the HR136, Employee Services will send the HR136 form to the Finance Division.
- Once approved, the employee may either:
  - purchase the equipment and submit a completed expense claim along with their invoice marked PAID, to the Finance Division, or
  - authorize the Finance Division to purchase the computer hardware and/or software directly from the vendor on their behalf.
- Finance Division will reimburse the employee, or pay the vendor, for the amount on the approved loan application and no more. The employee is responsible to pay the vendor for any amount over the approved loan amount.
- Finance Division will set up the loan repayment through a payroll deduction on the next payroll period following the date of the application.
- If for any reason the employee suspends their employment (i.e. leave without pay, maternity leave, short or long term illness, strike, etc.) the employee must either pay the College any outstanding balance due or if agreed to, provide the College with a series of post dated cheques for the outstanding balance.
- Upon termination of employment, the outstanding balance is due immediately and any outstanding balance will be deducted from the terminating employee's final pay cheque. If there is still an outstanding balance amount the employee will pay the amount by certified cheque or card on or before the last day of employment with the College.

Definitions:	<p><b>Permanent Position:</b> means a position designated by the College as continuing to meet the ongoing operational requirements of NorQuest’s core programs. A permanent position may be Full-time or Part-time of not less than ½ time.</p> <p><b>Probationary Period:</b> means an Employee employed in a permanent or term position, who during his/her initial period of employment is serving a probationary period.</p> <p><b>Term Position:</b> means a position designated by the College as a project or replacement position or term-certain for other specified reasons, having a set expiry date. A term position shall be at least six (6) months in duration and may be Full-time or Part-time of not less than ½ time.</p>
Related Information:	<ul style="list-style-type: none"> <li>• <a href="#">Canada Revenue Agency - Prescribed Interest Rates</a></li> <li>• <a href="#">Compensation Policy</a></li> </ul>
Related Documentation:	<ul style="list-style-type: none"> <li>• <a href="#">Employee Computer Purchase Plan Agreement</a></li> </ul>
Next Review Date:	July 2015
Revision History:	<p>July 2012: New (replaces Standard Practice 7.13)</p> <p>August 2013: update for document links and branding</p> <p>November 2014: update for change in procedure owner</p>