

POLICY

The College will assist employees to enhance their computer skills and knowledge through the provision of a computer purchase plan.

All staff members, whose term of employment exceeds one year with regularly scheduled bi-weekly hours of work of half-time or greater, are eligible for interest-free assistance of up to \$3,000 to reimburse them for a purchase of computers and related peripherals (software only when in combination with computer purchase).

Conditions include:

- a loan and each subsequent loan must be repaid through regular, equal bi-weekly payroll deductions within the term of employment but in no case beyond 2 years of receipt of funds,
- at no time will a combination of loans exceed \$3000,
- immediate repayment of any outstanding balance must be made when employment terminates for any reason,
- full repayment or suitable arrangements for repayment must be made prior to the start of a leave of absence, and
- the College, under the Income Tax Act, is required to report the imputed taxable benefit at the rate of interest prescribed by the Canada Customs and Revenue Agency and the employee is required to pay income tax on such imputed value of the benefit.

BOARD GOVERNING POLICIES

This policy recognizes the Yukon College Board of Governors Policy on Executive Limitations, including:

The President may not: “...*Fail to foster professional excellence among staff.*”

and,

The President may not: “...*Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed. Fail to aggressively seek receivables after a reasonable grace period.*”

GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Income Tax Act

PROCEDURES

- Fill out and submit an Employee Computer Purchase Plan form to the Director, Administrative Services or designate for pre-authorization.
- Purchase computer equipment.
- Submit pre-authorized form and paid invoice, ensuring the promissory note section is complete, to the Director, Administrative Services or designate for authorization and processing.
- Reimbursement will be processed on the next Accounts Payable cheque run.
- Loan will be recovered through bi-weekly pay deductions.

AUTHORIZATION

Approved by President _____(signature)

On _____(date)

B. FORMS (available on the staff K drive under Human Resource Forms)

Application for Employee Computer Purchase Plan



HR-09 EMPLOYEE COMPUTER PURCHASE PLAN
HUMAN RESOURCE SERVICES

APPLICATION FOR EMPLOYEE COMPUTER PURCHASE PLAN

(To acquire computer equipment only (i.e. CPU, operating system, monitor, keyboard, mouse, printer, etc. Not for acquisition of stand alone software when not combined with a computer purchase). **The total amount outstanding in loans under this Plan cannot exceed \$3000.**

Applicant Name: _____

Amount Requested: _____ Date: _____

Pre-Approved: _____
(Director, Administrative Services or Designate)

AFTER the equipment is purchased and paid for, attach a copy of the paid invoice to this form, sign the statement below and submit to the Director, Administrative Services.

PROMISSORY NOTE:

I hereby request assistance in the amount of \$_____ for the purchase of computer equipment (as supported by the attached paid invoice) and authorize payroll deductions of equal size to recover the amount over _____ pays (maximum is 52).

I acknowledge my personal indebtedness in the amount of \$_____

I shall repay immediately any amount outstanding at the time of my resignation, retirement, dismissal, or completion of term appointment. If I do not repay the amount, I authorize the recovery of the amount from any salary and benefits I may be owed at that time.

Applicant: _____ Date: _____

Witness: _____ Date: _____

Approved: _____ Date: _____

(Director, Administrative Services, or designate)

Accounts Payable:

1110 1332 \$_____

Processed by: _____ Date: _____

Payroll:

Deductions commenced: _____

Deductions ceased: _____