

Village of Queen Charlotte

COUNCIL POLICY

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Name of Policy: Computer Purchase Policy

Reference No: 21.0

Date Adopted: July 18, 2011 R2011/32/12

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**Purpose:** The Village of Queen Charlotte wishes to encourage proficiency of its Council members and employees in the use of personal computers and to take advantage of communication capability while travelling on behalf of the village. By offering an interest-free loan program to Council and employees for the purchase of a personal computer, software and peripherals, it will be a benefit to the Village of Queen Charlotte.

**Policy:**

Council members and full-time employees having at least one full year of service are eligible to participate in the Council-Employee Computer Purchase Plan which offers an interest free loan for up to 75% of the purchase cost, to a maximum of \$1,500, for a computer, software and peripherals. A Council member or employee may have only one outstanding loan through this policy at a time.

**Procedure:**

Loan details and payment plan are as follows:

- a) The loan amount is up to 75% of the full purchase price of a computer including software and peripherals to a maximum loan of \$1,500.
- b) The amortization period will be for a maximum of 24 months.
- c) Payment is made through automatic semi-monthly equal payroll deductions for a maximum of 48 pay periods for staff and a monthly payment from Council members.
- d) The Councillor or employee must sign The Computer Purchase Plan form. (Schedule B).
- e) The balance of the loan is due at the end of a Councillors term of office or upon termination of employment with the Village.
- f) The Village of Queen Charlotte assumes no responsibility for maintenance, loss or damage to computer equipment purchased under this program..

Signed:

  
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Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

