As approved by Council, the Employee Computer Purchase Plan provides for an interest free loan (minimum of $1,000 - maximum of $2,000) for the acquisition of personal computer equipment, or the necessary components to upgrade an existing system.

The following procedure shall be followed by any eligible staff member wishing to take advantage of the Employee Computer Purchase Plan:

1. **The employee shall obtain written hard copy quote** for the equipment from the **retail vendor** of their choice - ensuring the equipment meets the equipment eligibility requirements established by the Information Technology division. (Note: All forms required for this plan including the eligibility requirements are posted on enet under “Before and After Work”).

2. **The employee shall submit the hard copy quote from the vendor to the Information Technology Division**, Computer Purchase Plan, 6th floor, Hamilton Library, 55 York Blvd., will review the quote to ensure Plan eligibility.

3. **Information Technology Division shall return the hard copy quote to the employee, indicating “approved” or “not approved”.** Your quote will be returned to you via interoffice mail unless you indicate on the quote that you will pick it up. An IT staff member will contact you when it is ready for pickup from the 6th floor HPL reception area.

4. **The employee shall purchase the equipment** as per the quote and submit the following to the Payroll Division, 9th floor, Standard Life Building:
   - the authorized quote approval form as marked “approved” by IT
   - the receipt from the vendor and the serial number(s) of the equipment
   - the signed and witnessed Promissory Note
   - a signed Schedule “A” to the Promissory Note

   The employee must complete all information on the promissory note and Schedule “A”.

5. **Payroll Division shall:**
   - deposit the eligible reimbursable amount directly into the employee’s regular payroll bank account on their regularly scheduled pay date.
   - process the loan request, making the necessary changes to the payroll file to ensure the appropriate amount is deducted from each pay, and will maintain the paperwork.

**Note:**
- Under no circumstances will a manual cheque be issued in advance.
- Payroll Division must have the paperwork one week prior to your next payroll date in order to process the loan request for your next pay.

<table>
<thead>
<tr>
<th>Plan Eligibility</th>
<th>All full-time permanent staff of the City of Hamilton, HECFI, HSR, Hamilton Public Library, and Members of Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Resources</td>
<td>IT staff will not be available as a resource to assist with the computer purchase process, nor for assistance after installation. Inquiries on the administrative process of the Employee Computer Purchase Plan may be directed to the e-mail address of PC Purchase Plan</td>
</tr>
</tbody>
</table>

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City of Hamilton
Employee Computer Purchase Plan

EQUIPMENT
ELIGIBILITY REQUIREMENTS

The following are eligible under the Employee Computer Purchase Plan:

**Hardware**

IBM compatible personal computer  
IBM compatible Notebooks (aka laptops)  
MacIntosh personal computer  
MacIntosh Notebooks (aka laptops  
External peripherals  
  • Mouse/keyboard  
  • Monitor  
  • Printer/plotter  
  • Scanner  
  • All in one (i.e. scanner copier fax)  
  • Speakers  
  • CD R/RW/ DVD writers  
  • PC modems  
  • Backup unit (tape backup, Jaz Drives etc.  
  • Power Protection (i.e. UPS)

**Software**

All Microsoft Windows operating systems  
All Microsoft office suites and/or development software  
Any bundled software that is provided with PC package  
Virus protection software  
PC utilities software
In consideration of my Employer, The City of Hamilton, agreeing to finance the computer equipment set out on the attached Schedule A, I, ________________________________, (name), Employee No. ____________, hereby agree to repay the sum of $____________ to The City of Hamilton according to the following terms and conditions:

1. I understand that my loan will be repaid to The City of Hamilton over a ____ month period.

2. My employer, the City of Hamilton, shall and is hereby authorized to deduct from my bi-weekly pay an amount equal to the total purchase price divided by the number of pays in the next ______ (12, 24, or 36) months.

3. I understand, and agree, that on any payroll date during the term of this agreement, I may, if I wish, pay the loan off in its entirety. I understand that partial payments are not allowed.

4. I understand, and agree, that in the event of termination of my employment with the City of Hamilton for any reason, including death, the balance of the amount payable at that time shall immediately become payable, and The City of Hamilton is hereby authorized to deduct this from my final pay, including vacation pay, and in the event my final pay is not sufficient to cover the balance I, or my estate, shall immediately pay directly to The City of Hamilton the amount outstanding to settle the debt.

5. In the event of the suspension of my employment with the City of Hamilton, for whatever reason, including but not limited to maternity leave, worker’s compensation leave, long term disability leave, leave of absence, strike or lockout, I shall provide The City of Hamilton with a series of post-dated cheques to cover the payments I would otherwise have made to The City of Hamilton for the time period involved.

6. I understand, and agree, that upon delivery of my computer or upgrade, I shall be the owner of the computer equipment and the computer equipment purchased under this plan is my equipment to keep, to maintain, to insure and to repair at my expense, and that The City of Hamilton is in no way responsible for and cannot guarantee the quality of the equipment purchased or its suitability for my needs. I acknowledge and agree that neither I, or any subsequent owner of my computer or upgrade, shall have no recourse whatsoever against the City of Hamilton.
7. I understand that any savings I realize from borrowing the money from The City of Hamilton is a taxable benefit under current tax legislation. The amount of taxable benefit is based on Canada Custom and Revenue Agency’s prescribed rate and will appear on my annual statement of remuneration (T4 slip) as a taxable benefit. The taxes associated with this taxable benefit will be included on each bi-weekly pay

_________________________  __________________________
Employee Number              Employee Name

_________________________  __________________________
Witness                      Employee’s Signature

Dated at Hamilton, Ontario, this ______ day of _______________, 20____

For Finance and Corporate Services Use Only upon approval

_________________________
Authorized Corporate Signature
City of Hamilton
Employee Computer Purchase Plan

**Schedule "A" to Agreement/Promissory Note**

<table>
<thead>
<tr>
<th>*Total Purchase Price (including taxes)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Repayment Term</strong> (months)</td>
<td></td>
</tr>
<tr>
<td>***Retail Vendor’s Name</td>
<td></td>
</tr>
</tbody>
</table>

**For contact purposes only**

Employee Name
Employee Number
Employee’s Department and Division
Employees Contact Phone Number
Employee’s Fax Number

*The minimum loan amount is $1,000, and the maximum loan amount is $2,000
**Repayment term must be either 12, 24 or 36 months.
***Purchase must be from a retail vendor

Please submit the following to the Payroll Division of Finance and Corporate Services for loan processing:

- Quote Approval Form – quote must be marked "Approved" by the Information Technology Division
- Receipt(s) and Serial Number(s) for the purchased equipment
- Completed and signed Promissory Note
- Completed Schedule A to Promissory Note

**FOR PAYROLL USE ONLY**

Effective date: ____________________

Total amount of Loan: $__________
Divided by # of pays (26, 52, or 78): __________
Amount per Pay: $__________