

## Employee Computer Purchase Policy

### 1.0 Policy Statement

The City of Mount Pearl will provide employees and Councillors an interest-free loan to purchase computer devices and peripheral equipment to further their technology skills.

### 2.0 Background

The City of Mount Pearl offers an employee computer purchase program. Employee eligibility and the equipment covered under this program are detailed below.

### 3.0 Procedures and Conditions

Eligible employees and Councillors who participate in this program are obligated by the following conditions:

- Eligibility for this program will be limited to Councillors, permanent employees who have accumulated a minimum of one (1) year of service, and all other employees who have accumulated a minimum of sixty (60) months of service with the City.
- An interest-free loan will be available to all those eligible for this program with such loans being repaid by payroll deductions over a maximum period of thirty-six (36) months.
- A taxable benefit of the value of the interest will be recorded on an employee's or councillor's annual T-4 slip as required by Canada Revenue Agency.
- Eligible equipment under this program will be limited to one device together with related peripheral computer equipment.
- In the event of an interruption of work by an approved leave of absence or for any other reason, arrangements will be made for the continuation of payments until the outstanding interest-free loan has been fully repaid.
- In the event of the termination of employment, the full outstanding balance of the interest-free loan will be deducted from the last payroll amount to be paid.

### 4.0 Approvals



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Steve Kent, Chief Administrative Officer

April 18, 2018

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