



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER:** 2035

**CATEGORY:** Financial Operations

### **EMPLOYEE COMPUTER PURCHASE PLAN**

The County Council deems it as advantageous to offer employees and elected officials of the County of Athabasca No. 12 a plan whereby an employee can purchase a computer for personal use through the County and pay for the computer through monthly payroll deductions.

#### **Guidelines**

1. This program is open to all full-time permanent employees.
2. An agreement (See Attached) must be signed by the employee and the employer.
3. The maximum amount to be authorized under this plan is \$3000.00 which includes the full amount of G.S.T.
4. Allows employees to pay for the computer through monthly payroll deductions.
5. Purchase price to be repaid in 12 or less equal monthly payments.
6. Payroll deductions to commence upon receipt of final invoice from supplier.
7. This program may be utilized once every 3 years per employee.
8. The employee shall be solely responsible for the payment of any income tax levied as a result of a deemed benefit as calculated at year end.
9. If an employee leaves the employment of the County of Athabasca, any balance owing is to be deducted from the employees remaining payroll. If insufficient funds are remaining to cover all the remainder of the purchase, the employee shall pay the balance within 15 days of employment termination.

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Effective

Policy Date: 97/04/24

Reference: 111469, # 02-340

Revision: Res. 06-526

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# COMPUTER PURCHASE PLAN REPAYMENT AGREEMENT

**BETWEEN:**

**COUNTY OF ATHABASCA NO. 12**

- And -

**EMPLOYEE / COUNCILLOR**

It is hereby agreed that the:

**EMPLOYER WILL:**

1. Allow the employee to purchase a computer system of their choice to a maximum of \$3,000. Any amount over \$3,000 is the responsibility of the employee. Includes full amount of GST.
2. Allow the employee to pay for the computer purchase through monthly payroll deductions.

**AND IT IS FURTHER AGREED THAT THE EMPLOYEE WILL:**

1. Agree to repay the purchase price in 12 or less equal monthly installments through payroll deductions:  
Total Cost XXXXX ÷ 12 pay periods = XXXX per month
2. Agree that the payroll deductions will commence upon receipt of final invoice from supplier and verification of total cost of purchase.
3. Agree that the total deduction per month/pay period is subject to change upon verification of said final invoices.
4. Hereby specifically acknowledge that employee shall be solely responsible for the payment of income tax levied as a result of a deemed benefit as calculated at year end and appearing on the employee's T4.
5. Agree that this program is offered once every 3 years.
6. Agree to make purchase on one invoice from one supplier only.
7. Agree that if the employee leaves the employ of the County of Athabasca No. 12 that the balance owing is to be deducted from the employee's remaining payroll. If insufficient funds are remaining to cover the remainder of the purchase the employee agrees to pay the balance within 15 days to the employer.

**Signed by:**

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COUNTY MANAGER/  
MUNICIPAL TREASURER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE