

City of Hamilton
Employee Computer Purchase Plan

Process

Any eligible employee can only take advantage of this program once every 3 years regardless of when the loan is repaid.

As approved and amended by Council September 23, 2021, 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 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 Information Technology and selecting "Find/Review Personal Plan").
2. **The employee shall submit the quote from the vendor to the Information Technology Division**, via email to pcpurch@hamilton.ca, who will review the quote to ensure Plan eligibility.
3. **Information Technology Division shall return the quote to the employee, indicating "approved" or "not approved"**. Your quote will be returned to you via email.
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 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.
 - deduct and process a \$25 administration fee, payable by the employee, for each loan made through the Employee Personal Computer Purchase Plan.

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 to process the loan request for your next pay.

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|-------------------------|--|
| Plan Eligibility | <p>All full-time permanent staff of the City of Hamilton, HECFI, HSR, Hamilton Public Library, HPS, and Members of Council</p> <p>All full-time temporary employees under a written contract (repayment schedule cannot exceed contract term); and</p> <p>All full-time permanent employees in a job share arrangement (maximum loan amount of \$1000)</p> |
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IT Resources

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 email address of pcpurch@hamilton.ca

**City of Hamilton Employee
Computer Purchase Plan****EQUIPMENT
ELIGIBILITY REQUIREMENTS**

The Information Technology Division of the Corporate Services Department has legislative authority to change the list of eligible products (Hardware and Software) as needed. The following are eligible under the Employee Computer Purchase Plan:

Hardware

Windows compatible personal computer

Windows compatible Notebooks/Laptops/Tablets etc.

Apple personal computer

Apple Notebooks/Laptops/Tablets etc.

Smart Watches – i.e. Apple watch, Samsung watch, etc

Routers – i.e. Mesh Wifi

Smart Phones

External peripherals

- **Mouse/keyboard**
- **Monitor**
- **Printer/plotter**
- **Scanner**
- **All in one (i.e. scanner copier fax)**
- **Speakers**
- **Backup Device**
- **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 computer package

Virus protection software

PC utilities software

**City of Hamilton Employee
Computer Purchase Plan**

**AGREEMENT
PROMISSORY NOTE**

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 biweekly 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 a \$25 administrative fee will be charged, payable by the employee, to cover the cost associated with processing the interest free loan.
4. 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.
5. 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.
6. 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.
7. 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.

8. 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
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**SCHEDULE "A" to
AGREEMENT/PROMISSORY NOTE**

| | |
|--|----------------|
| *Total Purchase Price (including taxes) | \$ _____ |
| **Repayment Term | _____ (months) |
| ***Retail Vendor's Name | _____ |

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) 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: \$ _____