

**TITLE: EMPLOYEE COMPUTER PURCHASE POLICY**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-02**

**APPROVAL DATE:** April 28, 2025

**CAO Signature:** 

## **PURPOSE**

To set out a policy of the Town of Amherst to allow and assist employees and elected representatives to purchase personal computers & computer-related equipment. Recognizing the increasing importance of technology in both professional and personal development, the intent of this policy is to support digital fluency and technology literacy among employees and elected officials by facilitating access to essential computer-related equipment.

## **POLICY STATEMENT**

The Town will provide an interest-free loan to employees and elected officials for the purchase of personal computers and related equipment up to \$1,500 plus HST.

Equipment deemed eligible for the program is in accordance with the Employee Computer Purchase Procedure #04530-02P.

1. Term  
At no time shall the term of the loan exceed 24 months.
2. Repayment  
Repayment shall be by way of payroll deduction.

Employees shall be required to sign a promissory note in the amount of the indebtedness.

Employees who become temporarily laid off, or take a period of leave from the workplace due to illness or other purposes, will be required to make arrangements to pay the Town directly during the period of layoff or leave.

In the event that an employee's employment with the Town ends, or an elected official's term concludes for any reason, any outstanding balance on a computer purchase loan shall become immediately due and payable. The Town reserves the right to deduct any remaining loan amount from final pay or any other monies owed to the individual at the time of departure or term end.

3. Rate  
All loans made under this program will be interest free. Appropriate reporting of any taxable benefits to the Canada Customs & Revenue Agency shall be done through the annual issue of T4's.

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**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Director, Human Resources</b>	The Director of Human Resources will: a. Oversee the policy and provide guidance on eligibility and program requirements.
<b>Payroll</b>	Payroll staff will: a. Administer the loan program; b. Manage payroll deductions and; c. Ensure proper repayment and reporting.
<b>Employees &amp; Elected Officials</b>	Employees & elected officials will: a. Use the program for its intended purpose and for eligible purchases only; b. Ensure full repayment as required.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Policy Review</b>	Director, HR	Council	April 25, 2025

Minutes Reference Date: November 26, 2001      April 28, 2025