



# CITY OF CORNER BROOK

## Policy Statement

<b>Index</b>	Communication	<b>Section</b>	Computers		
<b>Title</b>	Computer Purchase Program	<b>Policy Number</b>	12-02-03	<b>Authority</b>	Council
<b>Approval Date</b>	19 Jun 99	<b>Effective Date</b>	19 Jun 99	<b>Revision Date</b>	05 Sep 01

### ***Purpose:***

Implement a computer purchase program based on the following conditions:

1. Participants to pay for the computer through payroll deductions over a twenty four (24) to thirty-six (36) month period.
2. Employees and Council will be charged interest at the same rate as the City.
3. Employees agreeing to sign a purchase agreement authorizing the City to:
  1. Make a payroll deduction to cover the amount of the computer purchase plus interest.
  2. Deduct from their severance the outstanding balance owing on their computer purchase in the event their employment with the City is terminated.
4. Employees and Council will be responsible for purchasing their computer system and submitting invoices to the Treasury Division for set-up as a payroll deduction.

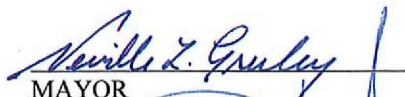
### ***Policy Statement:***

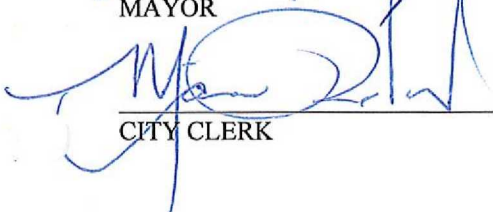
The computer purchase program be made available to part-time\seasonal staff who are expected to work at least six months of each calendar year, with the condition that the Director of Corporate Services be given discretionary authority to deny availability to the program for any part-time seasonal employee where collection may be an issue.

### ***Reference:***

- Approved: Minute: 99-66 (June 19,1999)
- Minute: CC99-111 - (June 9, 1999)
- Memo from HRO to J. Chow (Aug 21, 2001)
- Minute: CPSO1-61 (August 28, 2001)
- Amended: Minute-CC01-203 (Sept 5, 2001)

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

  
 MAYOR

  
 CITY CLERK