

EMPLOYEE COMPUTER PURCHASE PLAN PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional category	Human Resources
Parent policy	Compensation Policy
Approval date	July 12, 2023
Effective date	July 12, 2023
Procedure owner	Vice President, Administration & Chief Financial Officer
Procedure administrator	Manager, Payroll

Overview

The Employee Computer Purchase Plan Procedure assists eligible employees in obtaining an interest free payroll loan from the college in order to purchase computer hardware and software.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedure

Employees occupying Permanent or Term positions, who have successfully completed their probationary period, are eligible for a computer purchase loan in accordance with the following:

- Loans may be granted for a minimum \$500.00 to a maximum of \$3,000.00.
- Loans will be repaid by a regular biweekly deduction of not less than \$25.00 or the original amount divided by the approved term of the loan, whichever is greater.
- The loan for a term employee must not exceed the length of their current term assignment.
- A permanent employee must repay the loan over a maximum of 52 pay periods.
- All loan repayments will commence in the pay period following completion of the [Employee Computer Purchase Plan Agreement](#), and consist of equal biweekly payroll deductions.
- The loan to purchase computer hardware and software will bear no interest; however, an amount related to the market rate of interest, based on the Canada Revenue Agency prescribed rate, will be a taxable benefit to the employee and reported accordingly. Prescribed interest rate details are available on the Canada Revenue Agency website at the following link: [Canada Revenue Agency - Prescribed Interest Rates](#).
- Upon termination of the employee's employment or a change in employment status at the college for any reason whatsoever, including leaves without pay, any outstanding balance of the loan shall become due and payable and will be deducted from the employee's final pay. If there is still an outstanding balance owing, the employee will pay the amount by e-transfer or credit card on or before the last day of

employment with the college. However, subject to approval, an employee on an approved leave may make application to continue making regular biweekly payments through e-transfer.

- It is the sole responsibility of the employee to ensure that their personal financial commitment made under this policy will be met.
- Loans will only be issued for the purchase of new computer hardware and software.
- Employees are permitted one outstanding loan under the plan at a time. On completion of a loan repayment, the employee may reapply to the plan.
- An employee may at any time pay their loan balance in full without penalty.
- Warranty and Service – hardware and software are the property of the individual purchaser and are to be installed, wholly serviced, and maintained by them and/or through their warranty with the supplier. The college accepts no responsibility or obligation, whether expressed or implied.
- For the purpose of maintaining a manageable fund, the maximum amount of outstanding loans held by the college under this plan is limited to \$75,000. Loans will be approved on a first come first served basis.
- The computer purchase loan program may be suspended at the discretion of the procedure owner. Employees enrolled in the program will be provided with thirty (30) days to clear their outstanding balance should the program be terminated.

Actions:

- Eligible employees are responsible for identifying their own computer hardware and software needs, through a vendor of their choice, and

obtaining a written quote for the computer equipment and software they wish to purchase.

- Employees must complete the [Employee Computer Purchase Plan Agreement](#), attach a quote for the computer hardware/software from a single retail vendor, and submit the form to People Services.
- People Services will verify the employee's eligibility, sign off on the form and submit it to Payroll for processing.
- Once approved, the employee can:
 - Purchase the equipment and submit an Expense Claim along with relevant supporting documentation (see Expense Claim instruction on the Q),
 - Accounts Payable will reimburse the employee for the amount on the approved loan application (not to exceed \$3,000). The employee is responsible for any amount over the approved loan amount.
 - Payroll will set up the loan repayment through a payroll deduction on the next payroll period following the date of the application.

Definitions

Permanent Position: means a position designated by the college as continuing to meet the ongoing operational requirements of NorQuest's core programs. A permanent position may be full-time or part-time of not less than one-half time.

Probationary Period: means the specified period at the commencement of employment during which the employee and the college evaluate the suitability of the employee for the position. The length of the probationary period varies and will be specified in the offer.

Term Position: means a position designated by the college as a project or replacement position or term-certain for other specified reasons, having a set expiry date. A term position shall be at least six (6) months in duration and may be full-time or part-time of not less than one-half time. The length of the term position shall be determined by the nature and duration of the work that is to be performed.

Related information

NorQuest College

- [Compensation Policy](#)
- [Employee Computer Purchase Plan Agreement](#)

External

- [Canada Revenue Agency - Prescribed Interest Rates](#)

Next review date

July 2027

Revision history

Date	Version Number	Action
July 2012	V1	New. Replaces Standard Practice 7.13
August 2013	V2 (published as V2-C)	Update for document links and branding
November 2014	V3	Update for change in procedure owner
July 2016	V4 (published as V3)	Reviewed and approved as per Policy and Procedure Framework - no changes
August 2019	V5 (published as V3-C)	Compliance office template & reorganization update
December 2019	V6 (published as V4)	Reviewed and approved as per Policy and Procedure Framework
June 2023	V7	Update for branding and minor wording changes