

**TOWN OF MIDDLETON  
CODE D - PERSONNEL**

**Subject: Home Computer Purchase Program**

**Number: 5.1**

**Coverage: Staff & Council**

**Approved by: Council & CAO**

**Effective Date : March 4, 1996**

**Revision Date:** April 6/98, Nov. 1/99, Oct. 6/03,  
Oct. 2/06

***Rationale***

The following policy establishes a program to assist town officials in the purchase of home computer equipment to encourage them in becoming more qualified and proficient in computer systems leading to a better trained, more efficient municipal government.

***Policy Statement***

1) **ELIGIBILITY**

Full-time Town employees, Councillors, and full-time permanent employees of the Annapolis District Planning Commission are considered eligible under this program.

2) **COMPUTER SPECIFICATIONS**

Computer must be minimum of P11, 1GHz, 256 mbs Ram, 40 Gb hard drive, include a mouse, fax/data modem and may include a printer. Operating system shall be compatible with Town system, i.e. Windows 2000 or higher.

3) **SOFTWARE REQUIREMENTS**

Acquired software programs should be compatible with office use, i.e. word-processing, spreadsheet. A remote access system may be made available by the Town. Wherever software licenses allow, employees may load software programs available from the Town.

4) **PURCHASING PROCESS**

- a) The Town may offer to bulk purchase hardware and software for employees or employees may purchase direct from supplier. (Supplier shall be recognized business open to the public).
- b) The maximum amount of loan shall not exceed \$2,800 including HST.
- c) Employee shall complete a purchase worksheet, an agreement for purchase and a collateral mortgage (*see forms below*). The collateral mortgage shall not be recorded on the Province's personal property index registry.
- d) Payment shall be made direct to the supplier, on receipt of goods confirmed and appropriate invoice received.
- e) The employee shall repay the Town over the selected period not to exceed 52 biweekly instalments at prime interest rate, which rate shall be adjusted quarterly at January 1, April 1, July 1 and October 1, as prime fluctuates.
- f) System upgrades are eligible, providing total borrowing limit is not exceeded. Upgrades and replacement purchases shall be limited to one (1) time every three (3) years.

PURCHASE WORK SHEET

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Residence (civic) Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

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Computer Company I wish to purchase from: \_\_\_\_\_

Type of Computer I wish to purchase (e.g. 486DX/100) \_\_\_\_\_

Price:

Computer \$ \_\_\_\_\_

Options: (please specify, e.g. Additional RAM, PRINTER, etc.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUB TOTAL (a) \$ \_\_\_\_\_

Add: GST (7% of above) (b) \_\_\_\_\_

SUB TOTAL (total of (a) & (b) (c) \_\_\_\_\_

Add: PST (11% of (c) above) (b) \_\_\_\_\_

TOTAL PURCHASE PRICE \$ \_\_\_\_\_

## CALCULATION OF PAYMENT OPTIONS

TOTAL PURCHASE PRICE (from page 1) \_\_\_\_\_ \$ \_\_\_\_\_

Please indicate with a check mark the payment option you have selected:

\_\_\_\_\_ Cash (One cash payment equal to total purchase price to be received at the time of the first pay period following receipt of computer).

\_\_\_\_\_ Six(6) month repayment (13 pay periods for employees, 6 pay periods for Councillors).

\_\_\_\_\_ Twelve(12) month repayment ( 26 pay periods for employees, 12 pay periods for Councillors).

\_\_\_\_\_ Eighteen(18) month repayment (39 pay periods for employees, 18 pay periods for Councillors).

\_\_\_\_\_ Twenty-four(24) month repayment (52 pay periods for employees, 24 pay periods for Councillors).

I will have deducted from each pay:

\_\_\_\_\_ (total purchase price) ÷ \_\_\_\_\_ (number of pay periods selected, i.e. 13,26,39,52)= \$ \_\_\_\_\_.

(Please transfer these figures to the appropriate places on the "AGREEMENT FOR PURCHASE" attached.)

**TOWN OF MIDDLETON**

Employee Computer Purchase Program

**AGREEMENT FOR PURCHASE**

**NAME:** \_\_\_\_\_

**JOB/POSITION TITLE:** \_\_\_\_\_

This document constitutes an agreement to purchase the computer equipment as per the attached invoice, for the total purchase price of \$ \_\_\_\_\_ (including HST).

I hereby acknowledge receipt from the Town of Middleton an advance under the employee purchase plan equal to the total purchase price of \$ \_\_\_\_\_ (including HST) for computer equipment ordered on my behalf and received from \_\_\_\_\_ (company from whom I have chosen to purchase). I agree to repay the Town of Middleton through monthly deductions, in equal installments of \$ \_\_\_\_\_, over a period of \_\_\_\_\_ months, sufficient monies to cover the debt.

**(ALL EMPLOYEES RESERVE THE RIGHT TO REPAY THE DEBT IN FULL BEFORE THE TERM IS UP WITHOUT PENALTY).**

If I should terminate my employment with the Town of Middleton prior to repayment of this debt, I agree to repay the debt in full.

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

***Previous Policies***

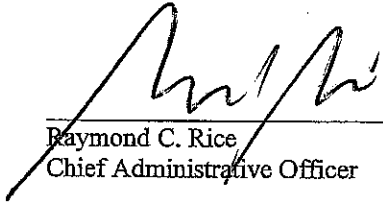
The previous policy 1/52 "Home Computer Purchase Program" passed by Council on March 4, 1996 is hereby amended.

***Certification***

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of October, 2006.

**GIVEN** under the hand of the CAO and under the seal of the Town of Middleton this

5<sup>th</sup> day of March, 2007

  
\_\_\_\_\_  
Raymond C. Rice  
Chief Administrative Officer