

**City of O'Fallon**  
**Employee Computer Procurement Program**  
**Description & Provisions of Policy**

**Description of Policy:**

The purpose of the Employee Computer Procurement Program is to expand employees' computer literacy skills and provide a valuable benefit to employees. This program provides full time employees and part time employees who average at least 15 hours per week annually the ability to purchase a new computer for home use and allow them to repay the City through payroll deduction. Having a computer not only makes time away from work more enjoyable, but it can assist the user in managing finances and personal affairs at home. As a result, the employees improve their value to the City by increasing their computer knowledge and skills.

The program will assist employees in buying computer hardware/software that is compatible with the equipment currently used by the City. The program will allow employees to advance and develop their computer skills.

To obtain the computer equipment the employee must do the following:

1. Fill out the Employee Computer Procurement Application.
2. Take the Application with the appropriate signatures to the Finance Director for approval.
3. Once the Application is processed, and a check is prepared, the employee will fill out the Employee Computer Procurement Agreement and receive a check for the purchase of the computer equipment.
4. A receipt must be returned to the Finance Director within 14 days of check issuance.

**Provisions of Policy:**

- The equipment must be compatible with the equipment currently used by the City. (IBM compatible, Window 95/98/ME/NT/2000/XP operating system and MS Office 2000.) The system must also contain a virus program.
- Maximum of \$1,500 will be provided to the employee for the purchase of any equipment.

- Repayment will be for a period not to exceed 24 months. Employees may choose to repay for a shorter term if they want to pay off the computer system sooner.
- The employee must not have any garnishments against his/her salary in order to participate in this program.
- There will be no interest on the money to be repaid.
- Employees must purchase the equipment and provide a receipt to the Finance Director within two weeks (14 days) of issuance of the check.
- Repayment will begin with the next paycheck after the check for the computer is issued.
- Computer purchase will be for the primary use of the full time employee of the City and set up in the employee's residence.
- The employee will only buy new computer hardware/software. No used equipment from a computer reseller will be approved for purchase.
- A full warranty must be included in the purchase for at least the entire period of the loan.
- No entertainment software will be approved under this program.
- Employee Computer Procurement Program is contingent upon availability of funds.