

EMPLOYEE INFORMATION TECHNOLOGY PURCHASE PLAN

- POLICY -

The Board encourages its employees and trustees to become computer literate and knowledgeable users of information technology. The Board will assist employees and trustees by providing them with the opportunity to participate in an Information Technology Purchase Plan for personal use.

For the purpose of this policy, the following devices are considered information technology:

- desktop computers
- laptop computers
- smart phones
- tablets

- REGULATION -

1. The interest free Information Technology Purchase Plan is available to all regular and continuing employees and trustees wishing to purchase information technology equipment with a cost between \$500 and \$5,000. Under certain circumstances, a temporary employee may have his/her application approved. Only one information technology device may be purchase at a time under the Plan. Another device may be purchased only after the balance owing on the first device is paid in full.
2. An Employee Information Technology Purchase Plan agreement application and Payroll Deduction Authorization must be completed and signed by the employee or trustee and have the approval of the Secretary-Treasurer prior to a purchase order being submitted.
3. Payment may be made in full when the information technology equipment arrives at the school district administration office or the employee or trustee can elect to authorize regular equal payments deducted from their earnings over a period of up to two years.
4. Employees or trustees who leave the employ of the Board prior to making full payment shall pay the balance owing on their purchase on or before their last day of employment with the Board.
5. In the event of the death of the employee or trustee, any balance owing will be paid to the Board from the employee's or trustee's estate.
6. The school district is not responsible for technical support or repairs to the item(s) purchased on the behalf of an employee or trustee. All warranties, servicing and delivery of equipment purchased shall be the responsibility of the employee or trustee.
7. The Board will not "buy back" equipment or assume any responsibility for finding another interested party to assume the payments should the purchaser decide not to continue in the plan for whatever reason.

EMPLOYEE INFORMATION TECHNOLOGY PURCHASE PLAN AGREEMENT

Only one information technology device may be purchased at a time under the Plan. Another device may be purchased only after the balance owing on the first device is paid in full.

Application Information and Payroll Deduction Authorization

1. To initiate an employee information technology purchase an employee or trustee must first read the application information and complete the Employee Deduction Authorization form on the reverse. This form must be completed prior to the purchase order being typed. It indicates to the Payroll Department how you would like the payments to be deducted from your pay or if you wish to pay in one payment. The actual payroll deductions are not calculated by the Payroll Department until the invoice is received. Any freight charges and environmental taxes will also be added to the total to be deducted.
2. Purchase orders must be over \$500 to a maximum of \$5,000. *A quote from your supplier should list everything you want included in your package. This information or other detailed information is necessary to be provided for a purchase order to be completed on your behalf.* The information you provide should contain:
 - (a) supplier's name, address, fax and phone numbers
 - (b) model name and number, if applicable on the item(s) you wish to order
 - (c) cost of items(s) including applicable taxes and freight charges if any
 - (d) your telephone number if you would like to personally pick up your order from the supplier when your information technology device is ready.
3. After the purchase order is typed and coded it must be approved by the Secretary-Treasurer. When approved the purchase order is numbered and faxed to the supplier.
4. The supplier normally ships all orders to the school district administration office and the customer (you) are notified when your order arrives. You will be asked how you would like your purchase delivered to you – either via the School Board courier system to your workplace or if you would like to personally pick up the order from the school district administration office.
5. After shipping, the supplier will invoice the School District for your purchase order. Approval for payment is made and the supplier is paid. At this time, a copy of the invoice is sent to the Payroll Department and your payments are calculated. A copy of the invoice and a copy of the purchase order are also sent to you for your files. Please note that unless the invoice is sent at the same time your order is shipped, it usually is received at the School Board Office approximately two weeks after the order arrives. You can expect your first payment to be deducted from your pay about a month after you receive your information technology purchase. If you have chosen to pay by cheque for your purchase, you will be invoiced from the School District for the total amount of your order.
6. **Please note that the School Board is not responsible for technical support or repairs to the item(s) purchased on your behalf.**

PAYROLL DEDUCTION AUTHORIZATION FORM
(before completing, please read the computer order information)

Name: _____ School/Dept.: _____

- 1. I have requested that a computer purchase be made by School District No. 85 (Vancouver Island North) on my behalf, and I authorize School District No. 85 to deduct the total amount including freight and/or other associated charges of my computer purchase from my wages.
- I have paid for my computer purchase already – a copy of the invoice is attached. I wish to be reimbursed for my purchase and I authorize School District No. 85 to deduct the total amount associated with my computer purchase from my wages.

2. **Repayment Options:**

Please note that once a payment choice has been made, you will not be permitted to change your payment plan other than to pay the balance owing in full.

It is my choice to pay for the computer equipment ordered on my behalf as follows:
(please check appropriate box)

How do you wish to pay for your computer?

- One payment a month – VINTA ONLY – 10 paydays a year**
(A payroll deduction will commence once a month starting the month after you take receipt of your purchase.)
- Bi-weekly payments –CUPE/Excluded Staff/Administrative Officers**
(A payroll deduction will commence bi-weekly starting the month after you take receipt of your purchase).
- One payment in full by personal cheque upon delivery of the order**

.How do you wish your payments to be made?

- I am a 12-month employee or I am a 10-month employee

and wish to make my payments to the end of:

- the current school year or the following school year, June 20_____

If my employment with School District No. 85 is terminated or interrupted I will pay any balance owed on my last working day with School District No. 85.

In the event of my death, I authorize that any balance owing to School District No. 85 be paid by my estate.

I have read and understand the terms of the Employee Computer Purchase Plan agreement and agree to the terms as stated.

(employee's signature)

(date)

FOR OFFICE USE ONLY:

Approved: _____
Secretary – Treasurer

Aug. 18/10