

## **Administrative Guidelines Employee Computer Loan Program**

The intent of the computer loan program is to assist employees in the purchase of computers and computer-related equipment, in order to improve computer literacy.

The program is not intended as a means for employees to outfit their homes with high-tech entertainment systems.

A typical acceptable purchase could consist of any or all of the following:

- A computer capable of running Microsoft Windows, either notebook or desktop style.
- A single monitor, with a screen size no larger than 24", diagonal measurement, for displaying computer images. Devices designed for the primary use of displaying television are not acceptable.
- A printer or multifunction (scan, print, copy, fax) device.
- Business or graphics software, or software relating to the employee's job functions.
- A notebook computer case.
- Basic equipment for a home network, such as, a router, cable modem, or network switch.
- Warranty add-ons.

Unacceptable equipment would include, but not be limited to, the following:

- A camcorder.
- Hardware and software specifically designed for playing computer games.
- Hardware and software designed for recording, playing, or delivering digital music or video (i.e. i-Pods, SlingBox, Tivo, or Music Bridges)
- Computer Desks and Furniture
- Equipment designed for telephone use (i.e. Vonage, Cellular Phones)

It is not the intent of these guidelines to discourage the employee's interest in technology, but to establish responsible boundaries as to what is acceptable for the City to pay for in the loan program. Employees interested in exploring technology beyond the guidelines established here, should feel free to do so with their own funds.

**CITY OF MANTECA**  
**EMPLOYEE COMPUTER PURCHASE PROGRAM**  
**\*\*REVISED POLICY— 11/17/97\*\***

- Objective:** To elevate computer literacy of City employees.
- Eligibility:** To be eligible, you must:
- Be a full-time City employee.
  - Have completed your probationary period.
  - Agree to comply with the provisions of the program.
  - \* Have no outstanding computer loan at time of application.
- Loan Limit:** The maximum interest free loan amount for each employee is \$3000.
- Agreement:** A written agreement is required. It outlines the conditions of the program, payroll deduction arrangements, and the responsibilities of the participant.
- Repayment:** Is handled through payroll deduction on a semi-monthly basis. Payments are spread equally over a three year period. Repayment in full is accepted without penalty. Amount owed must be repaid to City upon termination of employment.
- System Requirements:** The system shall conform to either IBM or Macintosh compatibility. Any used equipment will be subject to approval by the Computer Committee.
- Funding:** Loans will be made based upon availability of funds with priority funding for first time buyers. Should two applicants submit simultaneously, the oldest full-time hire date shall prevail.
- Application Procedure:** Follow the steps outlined below to enroll in the program.
- Obtain an application from your Department.
  - Obtain a price quote(s) from vendor(s) for software and hardware to be purchased. Comparative shopping is encouraged.
  - Have your supervisor and department manager sign the Certificate of Eligibility.
  - Complete the loan agreement
  - Submit all paperwork to Finance for processing.
  - If approved, the warrant(s) will be prepared in the name of the participant and the vendor(s).
  - Warrants will be disbursed by Finance and receipts shall be provided by employee to Finance.
- Insurance:** Participants should provide adequate insurance coverage to protect against theft and fire.
- IRS/Taxes:** Questions regarding tax consequences of this program are the responsibility of the participant.
- Usage:** Use of the equipment under this program is restricted to use by the participant or their immediate family. Re-assignment or transfer of the equipment during the loan period violates the Agreement and cancels the right to participate in the program.

EMPLOYEE PERSONAL COMPUTER PURCHASE PLAN

PARTICIPATION AND LOAN AGREEMENT

Name \_\_\_\_\_ Address \_\_\_\_\_

Department \_\_\_\_\_

The above named employee ("Participant") of the City of Manteca ("City") has been provided a copy of the City of Manteca Employee Personal Computer Purchase Plan ("Plan") and he/she elects to purchase a personal computer and certain related equipment and software ("Equipment") and participate in the financing arrangement offered under the Plan, and further, agrees to and accepts the following terms and conditions.

1. The price of the Equipment to be purchased is \$ \_\_\_\_\_ and is identified on the attached Specification Sheet.
2. The City agrees to make an interest-free loan to the Participant in the amount of \$ \_\_\_\_\_ for a period not to exceed 36 months to purchase specified Equipment.
3. Participant authorizes the City to deduct \$ \_\_\_\_\_ from each paycheck of the Participant beginning \_\_\_\_\_ until the amount identified in Paragraph 2 above has been paid. Participant may elect to pay the remaining unpaid balance at any time prior to the last payroll deduction.
4. Participant agrees not to sell, trade or otherwise dispose of the Equipment until the loan has been paid in full. Participant also agrees the usage of the Equipment will be limited to the Participant's own use and that of his/her immediate family. Any reassignment, transfer or sale of the Equipment shall require the Participant to immediately pay to the City the remaining balance on the loan in full.
5. If Participant's employment with City ends for any reason and at said time Participant owes a balance to the City, then under said circumstances Participant hereby authorizes and directs City to deduct and apply from Participant's accrued wages, salary, vacation, allowable administrative leave, sick leave, or compensatory leave, sufficient sums to pay in full any outstanding balance. In the event that the Participant's accrued wages, salary, vacation leave, administrative leave, sick leave or compensatory leave are not sufficient to pay the entire balance in full, the Participant shall immediately pay any remaining balance.
6. All warranties and service or maintenance contracts shall be between the vendor and the Participant. Participant shall deal directly with the vendor and in no event shall Participant look to the City for any claims relating to warranty, service or maintenance.
7. This Agreement may be changed only by a written document signed by the City and the Participant and supersedes any and all written or oral agreements, proposals and communications concerning the Plan.
8. In the event either party hereto brings any suit against the other party to enforce any rights under this Agreement, then the prevailing party in any such suit shall recover from the other party its reasonable attorneys' fees and costs incurred in connection therewith.

Accepted by: \_\_\_\_\_  
Participant Date

\_\_\_\_\_  
City of Manteca Date

\_\_\_\_\_  
Employee number

City of Manteca  
Employee's Personal Computer Specification Sheet

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

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Transaction type: ( ) New System ( ) Add to existing system (see note below)

Item: (Specific items to be acquired)	Price
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Subtotal 1	_____
Discount	_____
Subtotal 2	_____
Tax	_____
Grant Total	_____

Loan Committee approval: \_\_\_\_\_

NOTE: If this application is for the additions to an existing system, detail system configuration on the reverse of this application whether purchased under the plan or not. If the system for which the additions are being sought was acquired under the City of Manteca P.C. Plan, indicate the date of the initial acquisition:

Or ( ) existing system was not acquired under the City of Manteca Employee's PC Plan.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative

Vendor (Printed Name) \_\_\_\_\_

Address: \_\_\_\_\_

**CITY OF MANTECA  
COMPUTER LOAN PROGRAM**

**CERTIFICATE OF ELIGIBILITY**

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

Job Classification: \_\_\_\_\_ Department: \_\_\_\_\_

Does this person have good standing within your department? \_\_\_\_\_

Will he/she likely continue employment for 3 years? \_\_\_\_\_

It is my opinion that the above named employee is capable of making a knowledgeable decision in the selection and purchase of a personal computer.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department Manager's Signature

\_\_\_\_\_  
Date