

Village Policy: VB-35

Date Approved: April 10, 2000

Date Amended: April 13, 2009

POLICY TITLE: Computer Purchase Program

AUTHORIZATION: Village Board Meeting April 10, 2000

AUTHORIZATION AMENDMENT: Village Board Meeting April 13, 2009

POLICY STATEMENT:

~~A motion was made by R. Bredael and seconded by H. Luxem to approve a non-ending Computer Purchase Program. This program allows employees to buy a computer, printer and other accessories through an interest free loan with the Village. The loan will be repaid through payroll deductions, over a two year period, interest-free, and only available to full-time employees that normally use a computer at work as part of their job description. The Computer Purchase Program is designed as a way of training employees on computer use through home usage.~~

R. Bredael moved to approve **Resolution No. 2009-17**, "Amending the Village of Howard's Employee Computer Purchase Program Policy." D. Steffen seconded the motion. **The motion carried unanimously.** The guidelines for the program are as follows:

1. All full-time Village employees and elected officials (Village Board & Municipal Judge) shall be eligible to participate in the computer purchase program.
2. Any computer and/or computer accessories purchased by an employee of the Village of Howard shall not exceed \$2,000.
3. The purchase price of the computer shall be equally amortized through payroll deductions over twenty-six (26) pay periods.
4. All full-time Village employees shall be permitted to purchase one computer at a time and shall not purchase another computer if they there are outstanding payments on an existing computer purchase.
5. If a Village employee leaves prior to completing repayment of the full computer purchase price, the remaining amount shall be taken out of his/her final paycheck.