



Administrative Policy

Title: Employee Personal Computer Loan Program				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.005	01-07 (01-10)	01-03-17	<i>Kenny Eden</i>	<i>[Signature]</i>

This Policy had been numbered Policy 200.25. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.25
Issued: 01-07
Revised: 01-10



CITY OF CORONA EMPLOYEE PERSONAL COMPUTER LOAN PROGRAM

POLICY

The objective of the Employee Personal Computer Loan Program is to elevate the computer literacy of full-time City of Corona Employees.

PROCEDURE

Eligibility: To be eligible, you must:

- Be a full-time City employee
- Complete a one-year probationary period
- Agree to comply with the provisions of the Program

Loan Limit: The maximum interest-free loan amount for each employee is \$2,000.00.

Agreement: A written Agreement is required. It outlines the conditions of the program, payroll deduction arrangements, and the responsibilities of the participant. Please read it carefully.

Repayment: Payroll deduction will be on a bi-weekly basis.

Payments are spread equally over a two-year period (or 52 payrolls) as a maximum.

Early repayment in full is accepted without penalty.

System Requirements: Computers purchased using the Computer Loan Program must meet the following specifications:

- Computer hardware, operating system, and office productivity software must be comparable with the current City standard. (The Microsoft Home Use program, which offers significant discounts on Microsoft Software, is available to City of Corona employees. Please see the Infoweb for the most current information on this program.)

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- Participants in the Personal Computer Loan Program must have a printer. A printer can be purchased as part of the program if needed to fulfill this requirement.
- Accessories and auxiliary equipment are not a part of this Program, e.g. digital cameras, P.D.A's; furniture, scanners, smart phones, etc

Funding: Loans will be granted on a first-come, first-served basis. To be considered, employees must have completed and submitted their Participation and Loan Agreement forms to Human Resources. An employee is eligible for a second loan one year after completion of final repayment of the initial loan.

Funds are only to be used for purchase of the identified items on the Participation and Loan Agreement. Any remaining balance is to be returned. Funds cannot be used for purposes for which this program is not designed.

Payments for warranties and/or extended warranties will not be considered reimbursable under this program.

Application

Procedure: Obtain an Employee Personal Computer Loan Program package from the Human Resources Department, 400 S. Vicentia Ave., Room 155, Corona, CA 92882. Complete, sign, and date the **Participation and Loan Agreement** forms where applicable and return to Human Resources to be placed on the eligibility list.

When funding is available, Human Resources will notify the employee. With the employee's approval, a funding date will be scheduled.

Participants must provide a copy of their itemized sales receipt to Human Resources within two (2) pay periods.

If proper documentation of purchase is not received within the required time frame, the **total amount of the loan will be withheld** from the employee's following paycheck, per the signed agreement.

Insurance: Any insurance purchased by the participants should provide adequate coverage to protect against theft, fire, flood, and lightning. Insurance will not be reimbursed as part of this program and is at the participants own expense.

IRS/Taxes: Questions regarding tax consequences of participation in this Program should be directed to a reputable tax advisor.

Usage: Use of the equipment under this Program is restricted to use by the participant or the participant's immediate family. Reassignment, sale, or transfer of the equipment violates the Agreement and cancels the right to participate in the Program.

Questions: For additional information, please contact Human Resources.

**CITY OF CORONA
EMPLOYEE PERSONAL COMPUTER LOAN PROGRAM**

PARTICIPATION AND LOAN AGREEMENT

Employee Name: _____

The above named employee ("**PARTICIPANT**") of the City of Corona ("**CITY**") has been provided a copy of the City of Corona Employee Personal Computer Purchase Program ("**PROGRAM**") and hereby elects to purchase a personal computer and certain related equipment and software ("**EQUIPMENT**") and participate in the financing arrangement offered under the Program, and further, agrees to and accepts the following terms and conditions:

1. The **CITY** agrees to make an interest free loan to the **PARTICIPANT** in the amount of \$_____ (\$2,000.00 maximum) for a period not to exceed 24 months to purchase a personal computer.

2. **PARTICIPANT** authorizes the **CITY** to deduct \$_____ from each paycheck of the **PARTICIPANT** beginning the _____ pay period occurring after the date of funding, such date being _____.

3. **PARTICIPANT** agrees to provide sales receipts to the Human Resources Department within 2 pay periods of loan funding and, at that time, to return the remaining balance of the loan if the **EQUIPMENT** purchased is less than the loan amount.

FAILURE TO PROVIDE PROOF OF PURCHASE (ITEMIZED SALES RECEIPT) SHALL RESULT IN ENTIRE LOAN AMOUNT WITHHELD FROM THE PAY CHECK THE FOLLOWING PAY PERIOD.

4. **PARTICIPANT** may elect to pay the remaining unpaid loan balance at any time prior to the last payroll deduction.

5. **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 and any reassignment or transfer of the **EQUIPMENT** or this **AGREEMENT**, will result in cancellation of this **AGREEMENT**. **PARTICIPANT** further agrees that he/she will maintain the **EQUIPMENT** in good condition and repair and take all steps necessary to preserve and protect the **EQUIPMENT**. Violation of these provisions will result in immediate payment of the remaining amount due on the loan by the **PARTICIPANT**.

6. Upon termination of **PARTICIPANT** from the employment of the **CITY** for any reason, the remaining amount to be paid to the **CITY** under this **AGREEMENT**, shall immediately become due and payable. **PARTICIPANT** hereby authorizes the **CITY** to withhold from his/her final pay, including sick leave bank and annual leave payoffs, any amount remaining under this **AGREEMENT**. Should the **PARTICIPANT'S** final paycheck be insufficient to cover the amount remaining, **PARTICIPANT** agrees to reimburse the **CITY** for any such deficiency within two weeks of being notified by certified mail of such deficiency.

7. 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. **Payments for warranties, extended warranties, and/or insurance will not be considered reimbursable under this program.**

8. 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 **PROGRAM**.

9. In the event any action is brought to the **CITY** to enforce the provisions of this **AGREEMENT**, the **CITY** shall be entitled to reasonable attorney's fees and costs, in addition to any other relief to which it may be entitled.

APPLIED FOR BY: _____ DATE: _____
Employee's Signature

APPROVED BY: _____ DATE: _____
Edelia Eveland
Human Resources Manager