

Municipal Employee Computer Purchase Policy



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Human Resources	December 18, 2006	15	1	2
Subsection	Repeals By-Law Number		Policy Number	
General			HR - 2-13	

Purpose

The use of computer-based technology has been constantly increasing in the workplace and home environments for a number of years. As a result, employee productivity and efficiency have improved tremendously. Efficient use of the new technologies result from two factors: experience and knowledge. As staff become more aware of the applications, through on-the-job training and courses and gain experience through hands-on experience, the result is an increase in the effectiveness of operations throughout the City of Kenora.

Many corporations have an employee purchase plan in place for the staff purchase of computers. There are also many variations in the structure of the purchase plans. Whatever the structure may be, the purpose is generally two-fold:

1. To provide employees with a benefit which usually costs the employer little.
2. To increase the level of expertise of staff in the use of computers and computer applications.

It is the intention of the IT Department to provide an Employee Computer Purchase Plan to serve these two purposes

Procedure

To achieve the two purposes, the IT Department proposes the following:

1. IT staff will provide purchasing assistance (i.e. needs analysis, and system performance recommendations) to City staff.

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2. Once the proposed computer system has been selected by the employee, the employee will contact their chosen vendor (with IT assistance if desired) and quote our employee purchase plan number (where applicable) to receive the City of Kenora staff discount.
3. The employee is responsible for negotiating the price, providing their shipping address and choosing a payment option with the vendor.

In order to make the plan work, all parties must agree to the following:

1. Computer equipment purchased under the Employee Computer Purchase Policy will not be subject to the normal purchasing protocols of the City (i.e. three quotes required, etc.) as the purchases are personal decisions made by the employee.
2. There will be no approved vendor list and the IT staff will make no decision or recommendation on available vendors or name brands of computers.

City of Kenora IT staff will not be responsible for any servicing or repairs of personal computer equipment purchased under the Employee Computer Purchase Plan. IT staff may provide advice and assistance if the need arises but it will strictly be on a voluntary basis. It is understood that City's priorities exceed personal requirements.

A signed copy of this policy shall remain on the employee's personnel files, indicating that they have reviewed, understood, and agreed to comply with this policy.

This policy has been reviewed with me. I understand the policy and agree to abide by it.

Date

Employee Signature