

The Computer Loan Program is available for all full-time and designated part-time employees to borrow up to a maximum loan amount of \$3,000 to purchase a basic office computer system, subject to availability of funds.

Prior to participation in the Computer Loan Program, employees must read the Computer Loan Program Policy and agree and accept the terms and conditions of the Participation and Loan Agreement.

Following is a brief overview of the program.

1. Maximum loan amount is \$3,000.
2. Full-time and Designated Part-time (DPT) employees are eligible provided they have successfully passed probation.
3. Employees who have previously used the loan program are eligible to apply for an additional loan as long as all previous loans have been paid off.
4. No re-financing of a current loan.
5. Employees who have purchased computer equipment, without using the City's Computer Loan Program, may apply for the loan if they provide paid receipt of their purchase.

Attached you will find the paperwork necessary to complete the Computer Loan Program application. Your application packet should include the following:

- Computer Loan Program Policy
- Completed Employee's Personal Computer Specification Sheet
- Attached vendor quote sheet or vendor's original invoice
- Proof of homeowners/renter's insurance
- Completed Participation and Loan Agreement

After reading the policy and completing the required paperwork, please submit the application packet to the Finance Department / Payroll. Once approved by the Finance Director, Accounting staff will issue a check in your name. Upon receipt of the check, you must provide proof of purchase of approved equipment. Accounts Payable staff will verify that receipts are provided by the employee to the City.

Please allow up to six weeks for approval and check disbursement.

City of Thousand Oaks

Administrative Policies and Procedures

| | | |
|--|---|---|
| SUBJECT: Computer Loan Program | APP NO.: 16.007 Submission Date: 9/22/05 Revision Dates: 1/22/09; 06/06/12; 03/20/17 | AUTHORITY: City Manager Adoption/Approval Date: Revision Dates: |
| DEPARTMENT: <u>FIN</u> | | |

PURPOSE:

To establish policy and guidelines for participation in the City's Computer Loan Program. The Computer Loan Program is available for all full-time and designated part-time employees to borrow up to a maximum loan amount of \$3,000 to purchase a basic office computer system. Participation in the Computer Loan Program is subject to availability of funds. Loans are interest free and must be paid back over a maximum of three years through payroll deduction.

GENERAL POLICY:

The City recognizes the benefit of employees purchase and use of home computer equipment and software, comparable to City equipment and software, to increase knowledge and potentially enhance productivity in the workplace.

ELIGIBILITY: Participation in the Computer Loan Program and approval of all loans will be determined by the Finance Department. To be eligible to participate in the Program, employees must meet the following criteria:

- Be a full-time or a designated part-time (DPT) City employee
- Have completed your probationary period
- Have no outstanding computer loan
- Purchase NEW products compatible and comparable with standard City systems
- Agree to comply with the provisions of the Computer Loan Program

Employees who have previously used the program are eligible to apply for an additional loan as long as all previous loans have been paid off. Employees who have purchased computer equipment without using the City's Computer Loan Program may apply for the loan if they provide an original receipt for the purchase.

LOAN LIMIT: The maximum interest-free loan amount for each employee is \$3,000. This maximum will be lent for systems determined to be compatible and comparable with current City personal computer systems and computer software. Upgrades to systems purchased under the program must fall within the maximum loan amount of \$3,000 and be repaid within three years (72 pay periods) maximum. Refinancing of a current loan will not be approved. It is possible to take out a subsequent loan once the balance of any current loan is paid off.

FUNDING: Loans will be made based on availability of funds. Loans will be made to employees on a first-come, first-served basis until the loan fund is depleted. As funds become available through loan repayment, additional loans will be processed.

PARTICIPATION AND LOAN AGREEMENT: A written agreement between the City and the participant is required. The loan agreement outlines the responsibilities of the participant, terms of the agreement, payroll deduction arrangements, and other conditions of the program.

REPAYMENT: Is handled through a payroll deduction on a biweekly basis. Payments are spread equally over a (maximum) three-year period. Repayment in full is accepted without penalty. Loans are due and payable in full upon termination of employment for any reason. An automatic payroll deduction for the full loan balance will be processed if proof of purchase is not provided to the Finance Department within 60 days of receipt of funds for systems purchased after reimbursement. If purchase does not match original approved system, or purchase was for less than originally quoted, then in the next pay period Payroll will deduct the difference between the purchase price and the loan amount.

SYSTEM REQUIREMENTS: Below are minimum requirements of eligible systems:

- Compatible and comparable with current standard City equipment
- One (1) desktop, or one (1) notebook/laptop, and/or one (1) iPad
- May include one printer and up to two monitors or other comparable equipment
- May include one digital camera comparable with current standard City cameras being used
- Shipping and handling, technical support and recycling fees qualify under this program
- Operating software such as Microsoft Office Suite

ITEMS THAT DO NOT MEET SYSTEM REQUIREMENTS AND MAY BE DENIED:

- Oversized monitors (current City comparable is 20" to 27" wide screen, flat panels)
- Monitors to be used as TV/tuners
- Requests for more than one central processing unit (CPU), (one tower and one laptop, two laptops)
- Cell phone or handheld PC
- Paper, toner cartridges, computer related supplies NOT part of the original purchase or supplied/packaged with NEW item being purchased
- Game or entertainment software

APPLICATION PROCEDURE: Follow the steps outlined below to complete the application:

- Obtain all appropriate **Computer Loan Program forms** from the employee website.
- Obtain a price quote(s) from vendor(s) for software and hardware to be purchased OR submit original receipt if system has already been purchased. Comparative shopping is encouraged.
- Complete the Participation and Loan Agreement.
- Submit all documents to the Finance Department / Payroll, for verification of employment, validation of no outstanding computer loans, proof of insurance, compatibility with City equipment, and verification of vendor quote or vendor original receipt.
- Once all requirements are determined to be met, the application will be forwarded to the Finance Director for approval.
- If the loan is approved, Accounts Payable will issue a check in the name of the employee.
- Employee purchases equipment from vendor(s).
- Employee is required to show proof of purchase of the approved equipment within 30 days of receipt of funds if equipment is purchased after check issued.
- Employee may submit invoices as proof of purchase of previously purchased systems or system upgrades up to 90 days old. Approval and eligibility procedures are the same.

INSURANCE: Participants are required to provide adequate insurance coverage to protect against theft and fire. The City does not assume any liability for damage or theft of equipment. A copy of participant's homeowner's or renter's policy showing current coverage must be attached to the original loan request on file with the City. Costs associated with insurance are the responsibility of the employee.

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 immediate family. Reassignment or transfer of the equipment violates the Agreement and cancels the right to participate in the program.

EMPLOYEE'S PERSONAL COMPUTER SPECIFICATION SHEET

Name _____ Department _____

Address _____ Work Phone _____

ITEM (Specific items to be acquired - be sure to attach original
vendor invoice):

PRICE

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Sub Total _____

Tax _____

Grand Total _____

Employee Signature _____ Date _____

Note:

Receipt, quote, original invoice, etc., must be attached for approval.

PARTICIPATION AND LOAN AGREEMENT

Employee Name: _____ Department: _____

Address: _____

The above-named employee ("Participant") of the City of Thousand Oaks ("City") has been provided a copy of the City of Thousand Oaks' Computer Loan Program Policy No. 16.007 ("Program") and hereby elects to purchase a personal computer and/or 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 price, including State sales tax, of the Equipment to be purchased is \$_____ and is identified on the attached Employee's Personal Computer Specification Sheet.
2. City agrees to provide a zero (0) interest loan to Participant in the amount not to exceed \$3,000 (maximum) for a period not to exceed three years (72 pay periods) to purchase specified Equipment.
3. Participant authorizes the City to deduct \$ _____ from each paycheck of the Participant beginning _____ for _____ pay periods or until the amount identified in Paragraph 2 above has been paid. Participant may elect to pay the remaining unpaid balance at any time. Loans are due and payable in full upon termination of employment for any reason.
4. An automatic payroll deduction for the full loan balance will be processed if proof of purchase is not provided to the Finance Department within 60 days of receipt of funds for systems purchased after reimbursement. If purchase does not match original approved system, or purchase was for less than originally quoted, then in the next pay period Payroll will deduct the difference between the purchase price

and the loan amount.

5. Participant agrees not to sell, trade, or otherwise dispose of the Equipment until the loan has been paid in full. Participant also agrees that the usage of the Equipment will be limited to 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 and immediate full repayment. Participant also agrees to purchase requested equipment and provide proof-of-purchase within 30 days. Violation of these provisions will require Participant to immediately pay to City the remaining amount due on the loan.
6. All warranties and service or maintenance contracts shall be between the vendor and Participant. Participant shall deal directly with the vendor and in no event shall Participant look to City for any claims relating to warranty, service or maintenance.
7. This Agreement may be changed only by a written document signed by City and Participant and supersedes any and all written or oral agreements, proposals and communications concerning the Program.
8. In the event either party hereto brings any suit against the other party to enforce any rights under this Agreement, the prevailing party to any such suit shall recover from the other party its reasonable attorney's fees and costs incurred in connection therewith.

Accepted by: _____
Participant (Signature) Date

CITY OF THOUSAND OAKS

Approved by: _____
Finance Director (Signature)

Revised 3/2017

