

DATE ORIGINATED : 1993-04-21
LATEST REVIEW: 2005-09-29
NEXT REVIEW: 2010-09-29

SELKIRK COLLEGE POLICY: 9300 (former 9040.2)

REFERENCE: COMPUTER ASSISTANCE PLAN

ADMINISTRATIVE RESPONSIBILITY: VICE-PRESIDENT ADMINISTRATION

POLICY:

The Computer Assistance Plan will allow staff of Selkirk College to purchase computers for personal use.

Where requested by the individual, the College will further support the acquisition of computer equipment by providing the employee with an interest free loan, subject to the regulations of this policy.

REGULATIONS:

- A. **TERMS OF LOANS:** Maximum \$3,500, repayable in equal monthly instalments through payroll deduction for a maximum of thirty months.
- B. All employees who have an appointment of at least fifty percent and have passed their probationary period are eligible under this policy.
- C. Employees may request the purchases via the Purchasing department, using the appropriate form available from the Finance and Purchasing Departments.
- D. During the term of the loan, after one half of the original loan is paid off, the employee can borrow again provided the total amount outstanding does not exceed \$3,500.
- E. This Plan will be operated on a first-come, first-served basis and will be restricted to a maximum outstanding loan amount to be determined by the President and Vice-President Administration.
- F. All repairs, warranties and training, if applicable, related to the purchased equipment will be the responsibility of the employee.

INTERNAL CIRCULATION: 2005-04-01

PRC RECOMMENDATION: 2005-09-29

PRESIDENT'S APPROVAL: 2005-10-03

POLICY CIRCULATION: 2005-10-16

2005-09-29 MP