City of St. Helena

EMPLOYEE COMPUTER PURCHASE PROGRAM

Employee Name: ________________________________
# HR/IT Process Checklist

Employee Name: ___________________________  Department: ____________________

<table>
<thead>
<tr>
<th>Description of Process</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Provided Program Guideline (hardcopy or electronic)</td>
<td></td>
</tr>
<tr>
<td>☐ Received employee desired configuration</td>
<td></td>
</tr>
<tr>
<td>☐ Sent request to vendor for proposal</td>
<td></td>
</tr>
<tr>
<td>☐ Proposal received and sent to employee</td>
<td></td>
</tr>
<tr>
<td>☐ Employee signed off, and order placed</td>
<td></td>
</tr>
<tr>
<td>☐ Order received or Reimbursement Form received</td>
<td></td>
</tr>
<tr>
<td>☐ Delivered computer to employee</td>
<td></td>
</tr>
<tr>
<td>☐ Set up payment deduction with payroll - Finance</td>
<td></td>
</tr>
</tbody>
</table>
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Purpose
The goal of this program is to improve organizational productivity by encouraging employees to purchase and use home computers by providing them with a modest financial incentive to do so.

In striking a reasonable balance between the benefits to the City and the employee, the loan program places the primary financial obligation on the employee for the purchase price of the computer hardware and software, with financial assistance from the city in the form of a no interest loan repaid through automatic deductions.

Goals
The effective use of technology is one of the key strategies available to us in achieving our goals of delivering quality services to our customers and improving productivity. In order for technology to realize this promise, it is critical that employees be well trained in its use.

Program Benefits to the City
While the City encourages formal training for the employees, the reality is that skill development will be much faster, and will occur in greater depth, if employees have computers at home with the same software that the City uses. This allows employees (on a voluntary basis) to use these applications more frequently, explore their features in greater detail, and to do so at their leisure and pace in a comfortable environment. From a City cost perspective, it would be extremely expensive for employees to devote this kind of time to training during work hours; and as a practical matter, would never be available. By providing an incentive for employees to have a computer at home with applications similar to the one at work, the City will benefit significantly in making more effective use of information technology resources.
Program Administration
The Human Resources and Information Technology Department is responsible for administering this program.

Program Features

Maximum Loan Amount. The City will lend employees up to $3,000 for the purchase of computer hardware and software. Regardless of the loan balance, employees may not have more than one loan outstanding at any time.

Loan Repayment. Repayment will be made through equal semi-monthly payroll deductions over a maximum period of 36 months. Repayment in full will be accepted at any time without penalty to the employee.

Interest. No interest will be charged by the city on loans under this program.

Payment Upon Termination. Any remaining loan balance is due and payable upon termination, and will be deducted from the employee’s final check.

Eligibility. Full-time employees who have successfully passed their probationary period, part-time employees eligible to accrue vacation benefits, and Fire Department employees who meet the criteria listed on “Attachment A” are eligible to participate in this program. In addition, participants shall have no garnishments for credit or tax purposes, or similar liens in place at the time of application.

Usage. The predominate use of any computer equipment or software purchased under this program is restricted to participants and their immediate family members. Any items so purchased will not be sold or otherwise transferred for the use of others until the City’s loan is repaid in full.

Hardware and Software Requirements
Hardware and software requirements are below and to be periodically updated.

Hardware Minimum Standard

♦ 4GB RAM
♦ 128GB SSD or 500GB 7200RPM hard drive
♦ i5 processor

The employee’s home computer must be capable of running the City’s standard office applications and desktop operating systems. Eligible hardware purchases include new
computers, upgrades to existing computers, printers, related taxes and shipping charges, and extended warranty agreements offered at the time of purchase.

**Software Minimum Standard**

**PC Users:**
- Windows Operating system 10 or newer
- Microsoft Office 365 – 1 year subscription minimum, or latest Microsoft Office (2016 or newer) installed version
- Internet Explorer 9

**Mac Users:**
- Mac OS newest version
- Microsoft Office 365 – 1 year subscription minimum, or latest Microsoft Office (2016 or newer) installed version or Mac equivalent (Pages, Numbers, etc.)

**Common for both PC and Mac Users:**
- Broadband internet access (cable, DSL, wireless)
- Mozilla Firefox 3.5 or higher
- JAVA browser plugin
- Adobe Acrobat Reader
- Flash Player

While you are strongly encouraged to purchase this combination, at a minimum you must either include the purchase of Windows 10 or newer, Microsoft Word and Excel (or Mac equivalent) with your order, or submit other proof of legal ownership of this minimum software standard with your loan agreement.

Employees must purchase (or show proof of ownership) the City’s standard office applications and desktop operating systems as established by the City. In short, applications at home must be compatible with applications at work if this program is to achieve its goals. No other software purchases are eligible under this program however, all participating employees must comply with all software licensing requirements for their use of any hardware purchased under this program.

**Non-Eligible Purchases**

Costs related to installation, training, repairs, telephone lines, on-line services, furnishings, or any other initial or ongoing costs are not eligible for funding under this program, and are the sole responsibilities of the employee. The City has no responsibility for support and maintenance for any purchases funded under this program.
Purchase and Loan Procedures
There are several approaches available to employees in receiving loan funds under this program:

**Purchase through the City.** With the approval of the vendor, employees may purchase hardware and software through the Human Resources & Information Technology Department’s following standard purchasing policies and procedures. Any such requests must be consolidated at one-time in a format approved by the City and presented to the Human Resources & Information Technology Department for order placement. These items will be delivered to City Hall. Upon receipt of all ordered items, the final costs will be consolidated into one loan amount.

**Reimbursement of Costs.** Employees may directly purchase items and submit requests for reimbursement. Under this approach, all expenditures must be made within a 90-day period, and submitted in one consolidated request for payment. While not a requirement of this program, employees are encouraged to review their proposed purchase with the Director of Human Resources & Information Technology to ensure that they will be eligible for reimbursement. No funds will be advanced to employees for the purchase of loan items.

**Insurance**
For their protection, employees should provide adequate insurance coverage to protect their purchases against damages due to theft, fire, flood and lightning. The City does not assume any liability for damage or theft of items purchased under this program. All agreed upon payroll deductions will continue through final payment even if the items funded from this program are not available for the employee’s use for any reason whatsoever.

**Tax Implications**
Questions regarding tax consequences of participation in this program should be directed to a reputable tax advisor.

**Loan Agreement**
Employees will enter into a loan agreement that fully sets forth:

- Amount and term of the loan, and the resulting amount of deductions.
- Employee’s authorization for the deduction to occur.
♦ Equipment funded under the loan.

♦ Employee’s understanding and agreement with all the terms of the City’s employee computer loan program.

♦ Approval of the loan agreement by the Director of Human Resources & Information Technology.

Order and Reimbursement Procedures
The following outlines procedures for participating in the City’s employee computer purchase program. There are three basic approaches available under the program: purchase through the City, reimbursement for payments you directly made yourself, or a combination of these two approaches.

Regardless of the approach you take, it is important to stress that all documentation for the loan must be consolidated and processed together at one time.

Purchase through the City
All computer and printer purchases through the City under this program will be made from the City’s contracts through Dell or Apple. The City will work with the employee to put together a computer, printer, and software package that will meet most at-home computer use needs and remain within the program’s $3,000 maximum loan amount. If the employee configures a system that is above the $3,000 loan maximum, the employee will be responsible for paying the difference before the computer is released to the employee.

The City has a minimum standard configuration for a computer. While the City will make all reasonable efforts in developing a proposal that meets the minimum standard configuration to assure that it is likely to meet your needs for at-home computer use, no guarantees are made that it will do so.

ELIGIBLE VENDORS: DELL OR APPLE
Employees are encouraged to research their needs and available options on their own time at [www.dell.com](http://www.dell.com) or [www.apple.com](http://www.apple.com). When ready to make a purchase follow the procedures below:

♦ Employee will visit [www.dell.com](http://www.dell.com) or [www.apple.com](http://www.apple.com) to begin configuring their desired system. Once the system is configured, the employee will email a link of the configured system to the Human Resources & Information Technology Department (HR/IT).

♦ All Dell PCs that are available at the City’s cost are business grade configurations. Retail configurations are not available for quote through the City’s account.

♦ HR/IT will provide you with a firm price quote from Dell or Apple based on the employee’s configured specifications and features for a computer and/or printer.
The proposal information will be emailed or attached to the loan agreement along with a copy of the program application.

**Before the order is placed,** you must complete and sign the loan agreement and submit it to the Director of Human Resources & Information Technology for approval.

If the amount of the purchase is greater than $3,000, you must pay the difference before the computer is released to you. You can attach a check for the difference to your loan application or you can make out a check for the difference to the City when you pick up your computer.

Once the loan agreement is signed by you and the City, the order will be placed with the computer company.

Your deductions will begin the following pay date after your order has been processed with the company.

**Employee Purchases and Requests Reimbursement**
You may also purchase eligible hardware and software directly yourself, and then be reimbursed by the City. The following procedures should be used in this case:

- Assemble all supporting documents (this will usually be paid receipts) for your reimbursement request; only one payment will be made.

  *Important note: Review by the City before making your purchase is not required; however, be sure that you fully comply with the City’s hardware and software requirements before doing so.*

- Prepare an Employee Computer Purchase Reimbursement Expense form with receipts attached for payment to you that summarizes the items you are requesting for reimbursement. While your receipts can show that you spent more than $3,000, the request cannot be for more than $3,000. No departmental approval of this reimbursement expense is required.

- Submit the following loan package to the Director of Human Resources & Information Technology for approval:
  - Completed and signed loan agreement.
  - Completed voucher with receipts and supporting documentation attached. Your attachments must include proof of purchase/ownership:
    - Windows 10 or newer (Mac - OS newest)
    - Microsoft Word (Mac - Pages)
    - Excel (Mac - Numbers)
  - While not required, you are strongly encouraged to purchase the latest version of the entire Microsoft Office Suite.

  *Important note: As set forth in the program, all purchases must be made within a 90-day period prior to requesting reimbursement.*
After approval by the Director of Human Resources & Information Technology, payment will be made on the next scheduled check register and your deduction will begin as soon as practical.

Combination of Approaches
You may use a combination of approaches – for example, purchase your computer through the City, and request reimbursement for a printer you purchased directly yourself. However, it will be a little more complicated to take this approach, because you will have to fully follow the procedures for both approaches. This means compiling one loan application that includes all of the necessary information for both approaches.

The most important thing to keep in mind if you take this approach is this:

You must purchase your “reimbursable items” before you request that the City purchase something on your behalf.

Why? Because we will only process one loan application, so all the paperwork needs to be in place before we order something for you. Once we process your loan application to purchase through the City, there simply won’t be an opportunity to add to it for something you directly purchased yourself.
Program Loan Agreement

City of St. Helena

City Council, Regular or Part-time Employees

Employee: ____________________________________  Department: _____________________________________

The above-named employee (Participant) of the City of St. Helena (City) hereby elects to participate in the City’s employee computer purchase program in accordance with the following terms and conditions:

• The Participant has been provided with a copy of the City’s employee computer purchase program, and agrees to comply with all Program policies, terms, and conditions.

• The City agrees to provide the Participant with a no interest loan for the purchase of computer hardware and/or software as described in the attached specification sheet.

• The Participant hereby authorizes the City to make payroll deductions as follows:

<table>
<thead>
<tr>
<th>LOAN AMOUNT (not to exceed $3,000)</th>
<th>$</th>
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<tbody>
<tr>
<td>REPAYMENT TERM: Number of payroll periods (not to exceed 72):</td>
<td>$</td>
</tr>
</tbody>
</table>

| One time payment: payroll of (date) | $ |
| Equal payments: (date) through (date) | $ |

This payroll deduction will begin as soon as practical after the loan agreement has been executed, and will remain in place until the outstanding loan balance has been paid in full. If during the term of this Agreement the net paycheck is not sufficient to fund the deduction for any reason, the Participant agrees to make a direct payment to the City in the amount due by the date that the deduction would otherwise have been made.

• The Participant agrees that upon termination of city employment for any reason, any remaining amount due under this Agreement shall immediately become due and payable. The Participant hereby authorizes the City to withhold from her/his final paycheck (including wages, accumulated leave pay-off and any other compensation available) sufficient funds to pay any remaining amount due. The Participant freely and voluntarily agrees to such withholding as a condition precedent to receiving the benefits of this Agreement. If the final paycheck amount is insufficient to do this, the Participant agrees to repay the loan balance in full no later than her/his last working day.

• Failure by the Participant to abide by the terms of this Agreement will result in the full amount of the outstanding loan balance becoming immediately due and payable. The Participant hereby grants to the City a security interest in the equipment in the amount of the loan or unpaid balance, and grants to the City the right to lien or foreclose on such security interest in order to enforce its rights under this Agreement, in addition to any other rights the City may have at law or in equity.

• If either party brings a suit against the other party to enforce any rights under this Agreement, the prevailing party in such suit shall recover reasonable attorney’s fees and costs incurred in connection therewith.
• This Agreement constitutes the complete agreement between the parties hereto. No oral agreement or understanding shall be of any force or effect to this agreement. This Agreement may only be changed upon a written document signed by the Participant and the City.

PARTICIPANT: _____________________________

CITY: _____________________________

______________________________
Date  HR & IT Director  Date

I acknowledge that I have reviewed the attached proposal and have confirmed that this is the system that I have configured. I understand that custom configured items are not returnable and give authorization to the Human Resources and Information Technology Department to place the order.

PARTICIPANT: _____________________________

______________________________
Date
Reimbursement Request Form

City of St. Helena
City Council, Regular or Part-time Employees

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<tr>
<th>Employee Name</th>
<th>Department</th>
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GL Code: 101-1182-0000

<table>
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<th>Date</th>
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<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
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<tbody>
<tr>
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Total Reimbursement: $

<table>
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<th>Employee Signature</th>
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<table>
<thead>
<tr>
<th>HR/IT Director Signature</th>
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