

TYPE:	Employment-Related
TITLE:	Computer Purchase Loan
NO.:	EMPL-311
RESPONSIBILITY:	Chief Administrative Officer and Chief Financial Officer
APPROVED BY:	Durham College Leadership Team (DCLT)
EFFECTIVE DATE:	June 2020
REVISED DATE(S):	
REVIEW DATE:	June 2023

1. Introduction

Durham College recognizes the importance of ongoing development of job-related information technology skills and familiarity with emerging information technology, to enhance the ability of employees to fulfill their professional responsibilities.

2. Purpose

The purpose of this policy and procedure is to define the parameters of a computer purchase loan and outline the steps required to access this employee benefit.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

4.1. This policy will provide full-time employees, upon successful completion of probation, with the opportunity to purchase computer hardware or software through a repayable loan process.

5. Procedure

5.1. Employees can purchase the eligible item from a supplier and then submit a copy of the receipt, along with a completed expense report, within 25 business days of purchase to Human Resources. Expense reports can be found on ICE. The employee will be loaned up to \$1,000 or the cost of the eligible item, whichever is less.

5.2. Any current loan must be paid in full prior to the computer purchase transaction date and prior to the approval of a subsequent loan.

5.3. Employees shall not top-up their loans to the maximum amount.

5.4. The College retains the right to withdraw this offer at any time, dependent upon College budget and the number of employees accessing this benefit.

- 5.5. In the event that an employee leaves their College employment with a loan amount still outstanding, the balance owing will be deducted from the last pay.
- 5.6. The loan will cover up to a maximum of \$1,000, inclusive of taxes.
- 5.7. The loan is interest free with no administrative fee.
- 5.8. The loan only covers computer hardware, related peripheral devices and computer software. Exclusions include, but are not limited to, e-readers, iPads, and digital cameras.
- 5.9. The loan will be repaid through payroll deduction within a maximum of 12 months.

6. Roles and responsibilities

- 6.1. The Chief Administrative Officer and Chief Financial Officer are responsible for implementing this policy and procedure.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

All loans must be repaid in full prior to another loan being processed.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

Expense Report