

RESOLUTION NO. 2009-4

A RESOLUTION AMENDING EMPLOYEE COMPUTER TECHNOLOGY PURCHASE AND TRAINING ASSISTANCE PROGRAM.

WHEREAS, the City of Wayne Employee Computer Technology Purchase and Training Assistance Program was adopted by Resolution No. 96-65 on December 17, 1996; and

WHEREAS, under the Section entitled "Program Review", the same shall be reviewed at least annually by the City Council upon the report of the City Administrator; and

WHEREAS, due to the changes in technology since the inception of this program, there may be advantages to the City and to its employees if said Program is amended as recommended; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Wayne, Nebraska as follows:

1. Amendments to the Employee Computer Technology Purchase and Training Assistance Program, as set out in the attached Exhibit "A", are hereby approved.
2. The effective date of the amendments set out in Exhibit "A" shall be upon the passage of this Resolution.

PASSED AND APPROVED this 20th day of January, 2009.

THE CITY OF WAYNE, NEBRASKA,

By _____

Mayor

ATTEST:

City Clerk

EXHIBIT "A"

CITY OF WAYNE

EMPLOYEE COMPUTER TECHNOLOGY

PURCHASE AND TRAINING ASSISTANCE PROGRAM

PURPOSE:

The purpose of the Employee Computer Technology Purchase and Training Assistance Program is to encourage employees to increase their computer literacy level by assisting them in the purchase of personal computers, related hardware and software, and in the obtaining of computer technology related training.

PROGRAM OBJECTIVES:

The beneficial results of the program depend upon active participation of employees who use the program for purchase of computer equipment and/or training. The following objectives are proposed:

- To increase employee computer literacy;
- To increase employee business and personal productivity, resulting in City productivity increases; and
- To promote the sharing of data, files, and programs through use, experimentation, training, and standardization efforts.

If each participant learns one new way of completing his/her work more efficiently, effectively, or with higher quality, then the program will have been considered a success.

PARTICIPATION:

Full-time regular status employees who have successfully completed a probationary period, most commonly six (6) months of employment, will be allowed to participate in the program.

FUNDING:

A. Loan Limits — Computer Equipment and Software Purchase(s):

1. Minimum of ~~\$250~~, **\$400** not to exceed 20% of employee's annualized wage/salary, up to a maximum of ~~\$4,000~~ **\$2,500**.

2. Payback period — Payroll deduction: Employee choice of 26, 52, or 78 pay periods or installments. This is an after-tax deduction.
3. Prepayment of loan balance at any time without penalty.
4. Additional payments will be applied to balance outstanding; extra payments will not change employee pay period deduction, but will change his/her payoff date.
5. Payroll deduction must be authorized by employee through loan application, promissory note, and security interest agreement; in the case of an employee who is married, the spouse must also sign the documents.
6. Full and total payment will be due if an employee is terminated or leaves employment of the City before repayment of the items purchased under this program. If this is not possible, the City recommends that employee execute a loan through a lending institution, or otherwise the City will request PC be returned to the City as outlined under the provisions of the Security Agreement.
7. Loan application for eligible equipment and software purchases may be made any time after and within 30 days of the purchase(s). This provision shall also permit loan application of equipment and software purchase(s) within 30 days of the effective date of the program.

~~**B. Reimbursement — Computer Technology Related Training:**~~

- ~~1. Not to exceed 100%, up to a maximum of \$500 per year, of training tuition, registration, or similar fee, and excluding any additional costs for labs, books, travel, lodging, etc.~~
- ~~2. Training classes or courses must be job related and pre-approved for reimbursement program eligibility — approval obtained from Department Head and City Administrator. Training that relates to software used by the City is considered job related, for example.~~
- ~~3. Employee must successfully complete training class or course to receive reimbursement. Certificate of attendance and a passing grade of "C" or better are considered successful completion of the training.~~
- ~~4. Employees attending training reimbursable under this program shall do so on their own time.~~

HARDWARE:

Purchased laptops, desktop computers, digital cameras/camcorders and printers.

~~Purchased hardware (PC) shall include personal computers, processors, monitors, printing devices, communication devices (i.e. modems/fax), scanners, add on boards, storage devices, power surge protection devices, UPS's, and CD-ROM's. Sound boards and speakers are permissible because many types of CD-ROM software require the use of sound to operate. Upgrades and add ons, after the initial purchase under this program or for existing equipment, will be permitted only once. Thereafter, these purchases will be solely the employee's responsibility. In order to be eligible for this program, purchases of equipment must be from a store or vendor which sells computers and not from individuals who may have used equipment for sale. Furniture is not eligible under this program.~~

SOFTWARE:

Purchases of software are permitted that are applicable to the operations of the City and the employee's performance of their responsibilities. Software that is pre-programmed in a PC is permitted only if the programs are part of a manufacturers PC package.

Note: This does not prevent employees from purchasing software on their own outside of this program.

PROGRAM REVIEW:

This program shall be reviewed at least annually by the City Council upon the report of the City Administrator.