

RESOLUTION NO. 2012-40

A RESOLUTION AMENDING EMPLOYEE COMPUTER TECHNOLOGY PURCHASE PROGRAM.

WHEREAS, the City of Wayne Employee Computer Technology Purchase 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 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 15th day of May, 2012.

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.

PROGRAM OBJECTIVES:

The beneficial results of the program depend upon active participation of employees who use the program for purchase of computer equipment. 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 \$400 not to exceed 20% of employee's annualized wage/salary, up to a maximum of ~~\$2,500~~ **\$1,500**.
2. Payback period — Payroll deduction: Employee choice of 26 or 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.
- 8. Any employee who has a garnishment filed against them or who files bankruptcy shall not be eligible for participating in this program for three years.**

HARDWARE:

Purchased laptops, desktop computers, ~~digital cameras/comeorders~~ and printers.

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.