

EMPLOYEE HOME COMPUTER PURCHASE PLAN

Background

All employees and Trustees of Canadian Rockies School Division(CRPS) are eligible to participate in the Employee Home Computer Purchase Plan according to the criteria set forth in the regulations accompanying this policy.

Computers and major components will be available through a purchase plan or through the payroll deduction plan.

Through the direct purchase plan, the employee will purchase computer and related equipment directly. The employee will pay the vendor and the Division will confirm the buyer's employment status with the Division in order to take advantage of any educational discount.

The payroll deduction plan as approved by the Superintendent will be an interest-free loan, repayable through a maximum of twenty-four consecutive monthly payroll deductions.

Procedures

1. The maximum amount per employee approved by the Division for computer hardware is \$2,000.00 in a school year.
2. The employee will not be charged interest under the payroll deduction plan. However, a taxable benefit results when an employer provides a loan and charges the employee an interest rate lower than Canada Revenue Agency's current prescribed rate. The value of the benefit is the difference between the prescribed rate and the lower interest rate being charged to the employee.
3. The payroll deduction plan is available to all CRPS Trustees and employees with employment at 0.5 FTE, or more and who are employed on a continuing basis.

References

Amended: January 2024

**PAYROLL DEDUCTION COMPUTER PURCHASE PLAN
INTEREST FREE LOAN**

Name of Employee: _____

I wish to advise you that I have purchased the following computer equipment for home use:

for the sum of \$ _____ (all invoices attached)

I am requesting an interest free loan of \$ _____ in accordance with the Board's Payroll Deduction Computer Purchase Plan and I hereby authorize twenty-four or fewer (_____) regular monthly payroll deductions amounting to \$ _____ per month commencing the month the loan is received.

I understand and agree that in the event of termination of my employment with the school division, prior to having repaid the loan, the balance remaining becomes due and payable on the last day of my employment. I agree with the deduction of the amount from my last paycheck.

It is understood that a taxable benefit results when an employer provides a loan and charges the employee an interest rate lower than Canada Revenue Agency's current prescribed rate. The value of the benefit is the difference between the prescribed rate and the lower interest rate being charged to the employee. As the prescribed rate changes, so does the taxable benefit.

Signature

Date