

Employee Computer Purchase Plan

Human Resources
Policy L1

Policy:	L1 – Employee Computer Purchase Plan
Policy Department(s):	Human Resources
Adoption Date:	June 14, 1999
Adoption Reference:	196/06/99
Effective Date:	June 14, 1999
Last Amended/Reviewed:	May 4, 2026

Policy Purpose

The policy purpose is to assist County employees in purchasing a computer or computer related items such as printer, software, smartphone, for personal use, by providing an employee loan.

Policy Statement

An interest-free loan to assist County employees to purchase a computer or computer-related items is part of the total rewards package the County of Grande Prairie offers its employees.

Definitions

“CAO” also known as “County Manager” or “Chief Administrative Officer” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County.

“Employee loan” means a sum of money given to the employee by the employer which is intended to be paid back on an interest-free basis and qualifies as a taxable benefit.

“Taxable benefit” is when an employee receives an economic advantage that can be measured in money from their employer.

Policy Guidelines

1. The Chief Administrative Officer will establish a maximum loan amount which is applicable under this policy.
2. The loan is repaid through payroll deductions, over one (1) year from the date of the loan, or six (6) months if the loan amount is less than \$500.00.
3. No interest will be charged, but a taxable benefit for the interest free portion of the loan will be calculated in accordance with Revenue Canada regulations.
4. An agreement must be signed and approved by the Chief Administrative Officer.

Attachments

Schedule A –Employee Computer Purchase Plan - Repayment Agreement

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References

Legal Authorities	N/A
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development
Other	N/A

Revision History

Review Date	Description
May 4, 2026	Reviewed and Presented for Information
June 13, 2022	Reviewed and Amended CM20220613.005
January 3, 2018	Reviewed and Amended CAO Approval
December 8, 2014	Reviewed and Amended CM20141208.1038
June 14, 1999	Adoption Date 196/06/99

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Schedule A – Employee Computer Purchase Plan – Repayment Agreement

EMPLOYEE COMPUTER PURCHASE PLAN REPAYMENT AGREEMENT

BETWEEN:

Employer: County of Grande Prairie No. 1

and

Employee: _____

It is hereby agreed that the EMPLOYER will:

1. Allow the employee to purchase a computer system of their choice, to a maximum of \$4,000.00. Any amount over \$4,000.00 is the responsibility of the employee.
2. Provide an expense reimbursement through payroll to the employee upon receipt and verification of cost of purchase up to \$4,000.00.
3. Allow the employee to repay the payroll expense reimbursement through bi-weekly or monthly payroll deductions.

and it is further agreed that the EMPLOYEE will:

4. Repay the purchase price in twenty six (26) or fewer equal bi-weekly instalments or twelve (12) or fewer monthly instalments through payroll deductions, if total loan is over \$500.00:

Total cost \$ _____ ÷ 26 pay periods = \$ _____ per pay period

OR

5. Repay the purchase price in thirteen (13) or fewer equal bi-weekly instalments or six (6) or fewer monthly instalments through payroll deductions, if total loan is under \$500.00:

Total cost \$ _____ ÷ 13 pay periods = \$ _____ per pay period

6. The payroll deductions will commence on same date as pay run which provides the expense reimbursement.
7. Provide a copy of final 'paid' invoice from the supplier prior to the expense reimbursement being paid to the employee which will be attached to this agreement.
8. Hereby specifically acknowledge that the employee shall be solely responsible for the payment of income tax levied as a result of a deemed benefit as calculated at year end and appearing on the employee's T4.

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9. Make the purchase on one invoice from one supplier only.
10. Only one repayment plan under this policy is allowed at one time, regardless of the amount of the loan.
11. The loan must be initiated within two (2) months of the purchase date.
12. If the employee leaves the employ of the County that the balance owing is to be deducted from the employee's remaining payroll. If insufficient funds are remaining to cover the remainder of the purchase the employee agrees to pay to the employer the outstanding balance within fifteen (15) days from the last day of employment.
13. A duly signed copy of this agreement will be provided to the employee and kept on file for employer's records.

_____	_____	_____
Employee	Witness	Date
_____	_____	_____
Chief Administrative Officer	Witness	Date