



Administrative Policy

Title: Employee Personal Computer Loan Program				
Administered By: Administrative Services (Human Resources)				
Policy No.	Issue Date	Revision Date	Department Head Approved	City Manager Approved
01400.005	01-07	07-26	Signed by: <i>Lori Sassoon</i> F6039B40F6F94B0...	DocuSigned by: <i>Jacob Ellis</i> 8CB6AE0895944B4...

ARTICLE I - PURPOSE

Section 1.1 General Purpose

The purpose of the Employee Personal Computer Loan Program is to increase access to technology and elevate the computer literacy of full-time City of Corona Employees.

ARTICLE II - SCOPE

Section 2.1 General Scope

Unless otherwise stipulated herein, this policy applies to all full-time City employees. All such employees shall comply with the provisions outlined in this policy. It is the responsibility of all supervision to ensure that the provisions outlined in this policy are enforced for those City employees under their authority.

Section 2.2 Exemptions from Scope

None.

ARTICLE III – POLICY

Section 3.1 Eligibility

To be eligible, you must be a full-time City employee, complete a one-year probationary period, and agree to comply with the provisions of the Program

Section 3.2 Loan Limit

The amount of reimbursement under this loan program will not exceed the purchase price of eligible equipment. The maximum interest-free loan amount for each employee is \$2,000.00.

Section 3.3 Agreement

A written Agreement is required. It outlines the conditions of the program, payroll deduction arrangements, and the responsibilities of the participant. Please read it carefully.

Section 3.4 Repayment

Payroll deduction will be on a bi-weekly basis. Payments are spread equally over a two-year period (or 52 payrolls) as a maximum. Early repayment in full is accepted without penalty.

Section 3.5 Eligible Equipment

Acceptable equipment includes Personal Computer, Laptop, Tablet, Mouse, keyboard, printer, webcam, and/or software. Accessories such as laptop or tablet cases, smart TV's, scanners, smart phones, furniture or gaming accessories are not eligible under the plan. Any additional equipment purchased not mentioned would require the approval of the Chief Talent Officer.

City of Corona employees may take advantage of the **Microsoft Workplace Discount Program**, which offers discounts on Microsoft software for personal use. Visit the **AtWork** employee portal for the most up-to-date access instructions and eligibility information.

Section 3.6 Funding

Loans will be granted on a first-come, first-served basis. To be considered, employees must have completed and submitted their Participation and Loan Agreement forms and itemized receipt(s) in Workday. An employee can only have one computer loan at any given time. Payments for warranties and/or extended warranties will not be considered reimbursable under this program.

Section 3.7 Application Procedure

Complete, sign, and date the **Participation and Loan Agreement** forms, along with an upload with the itemized sales receipt, in Workday.

Section 3.8 Insurance

Any insurance purchased by the participants should provide adequate coverage to protect against theft, fire, flood, and lightning. Insurance will not be reimbursed as part of this program and is at the participant's own expense.

Section 3.9 IRS/Taxes

Questions regarding tax consequences of participation in this Program should be directed to a reputable tax advisor.

Section 3.10 Usage

Use of the equipment under this Program is restricted to use by the participant or the participant's immediate family. Reassignment, sale, or transfer of the equipment violates the Agreement and cancels the right to participate in the Program.

Questions: For additional information, please contact HumanResources@coronaca.gov.

Loan Agreement

Employee Name: _____ Employee ID: _____

The above named employee ("**PARTICIPANT**") of the City of Corona ("**CITY**") has been provided a copy of the City of Corona Employee Personal Computer Loan Program ("**PROGRAM**") and hereby elects to purchase a personal computer and certain related equipment and software ("**EQUIPMENT**") and participate in the financing arrangement offered under the Program, and further, agrees to and accepts the following terms and conditions:

1. The **CITY** agrees to make an interest free loan to the **PARTICIPANT** in the amount of \$_____ (\$2,000.00 maximum) for the purchase of a personal computer.
2. **PARTICIPANT** authorizes the **CITY** to deduct \$_____ from each paycheck of the **PARTICIPANT** beginning the _____ pay period occurring after the date of funding, such date being _____.
3. **PARTICIPANT** may elect to pay the remaining unpaid loan balance at any time prior to the last payroll deduction.
4. **PARTICIPANT** agrees not to sell, trade, or otherwise dispose of the **EQUIPMENT** until the loan has been paid in full. **PARTICIPANT** also agrees the usage of the **EQUIPMENT** will be limited to the **PARTICIPANT'S** own use and that of his/her immediate family and any reassignment or transfer of the **EQUIPMENT** or this **AGREEMENT**, will result in cancellation of this **AGREEMENT**. **PARTICIPANT** further agrees that he/she will maintain the **EQUIPMENT** in good condition and repair and take all steps necessary to preserve and protect the **EQUIPMENT**. Violation of these provisions will result in immediate payment of the remaining amount due on the loan by the **PARTICIPANT**.
5. Upon termination of **PARTICIPANT** from the employment of the **CITY** for any reason, the remaining amount to be paid to the **CITY** under this **AGREEMENT**, shall immediately become due and payable. **PARTICIPANT** hereby authorizes the **CITY** to withhold from his/her final pay, including sick leave bank and annual leave payoffs, any amount remaining under this **AGREEMENT**. Should the **PARTICIPANT'S** final paycheck be insufficient to cover the amount remaining, **PARTICIPANT** agrees to reimburse the **CITY** for any such deficiency within two weeks of being notified of such deficiency.
6. All warranties and service or maintenance contracts shall be between the vendor and the **PARTICIPANT**. **PARTICIPANT** shall deal directly with the vendor and in no event shall **PARTICIPANT** look to the **CITY** for any claims relating to warranty, service or maintenance. **Payments for warranties, extended warranties, and/or insurance will not be considered reimbursable under this program.**
7. This **AGREEMENT** may be changed only by a written document signed by the **CITY** and the **PARTICIPANT** and supersedes any and all written or oral agreements, proposals and communications concerning the **PROGRAM**.
8. In the event any action is brought to the **CITY** to enforce the provisions of this

AGREEMENT, the ***CITY*** shall be entitled to reasonable attorney's fees and costs, in addition to any other relief to which it may be entitled.

APPLIED FOR BY: _____ DATE: _____
Employee's Signature

APPROVED BY: _____ DATE: _____
Human Resources representative