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## Medicine Hat College Policy EMPLOYEE PERSONAL COMPUTER PURCHASE PLAN

Policy #:	HR-11
Policy Authority:	Director, Human Resources
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President
Effective Date:	July 10, 2019
Next Mandatory Review Date:	July 10, 2024
Frequency of Review:	Every 5 years

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### 1. OBJECTIVE

The purpose of this policy is to provide financial support to eligible employees through a loan repayment plan for the purchase of personal computers and other approved technology. (See Appendix A – List of Approved Devices.)

### 2. SCOPE

This policy applies to employees with 'regular' status, who receive a monthly salaried income from Medicine Hat College (MHC) and have completed the probationary period.

### 3. DEFINITIONS

- **Regular Status:** employees with employment contracts (full-time or part-time) with no end date.

### 4. PRINCIPLES

4.1 MHC values its employees and offers this option as an employee engagement and retention initiative.

### 5. DIRECTIVES

5.1 A minimum of \$500 to a maximum of \$3000 is available per employee.

5.2 A minimum of \$50 per month is the required minimum payroll deduction for repayment towards the loan.

5.3 The maximum allowable repayment period for a single loan will not exceed 24 months.

5.4 Interest rates will be charged in accordance with the prescribed interest rate set by the applicable federal tax legislation for loan repayments.

- 5.5 Employees are permitted one outstanding loan under the plan at a time. Upon completing the repayment of the loan, the employee may reapply for another loan for equipment replacement(s) or significant upgrades.
- 5.6 Systems are the property of the individual purchaser and are to be installed, wholly serviced, and maintained by the employee and/or through the warranty with the supplier. MHC accepts no responsibility or obligation expressed or implied for the product purchased by the employee.
- 5.7 In the event the employee is no longer employed with the college, the loan is to be paid in full in accordance with the Loan Agreement.
- 5.8 Approval is at the discretion of Human Resources in consultation with Information Technology.

**6. RESPONSIBILITIES**

- 6.1 **Human Resources** is responsible for determining eligibility and processing and approving documentation.

**7. APPLICABLE LEGISLATION/REGULATIONS**

Canada Revenue Agency Guide T4130 Taxable Benefits and Allowances

**8. RELATED PROCEDURES**

PR-HR-11-01: Employee Personal Computer Plan Purchase

**9. RELATED INFORMATION**

Appendix A: List of Approved Devices

***ORIGINAL COPY SIGNED***

Kevin Shufflebotham  
President and CEO

Date: July 10, 2019

***ORIGINAL COPY SIGNED***

Wayne Resch  
Vice-President, Administration and  
Finance

Date: July 10, 2019

**DOCUMENT HISTORY**

July 2019 Revised policy approved.