



Employee Computer Purchase Plan

Policy No.: CS-IT-2	Council Resolution No.: 142/2022
Department: Corporate Services	Authority: Council
Effective Date: June 13, 2011	Revision Date:
Review Date: April 2025	Repealed Date:
Supersedes: Policy No. 66 C 11/08/99	
Related Procedure No.: CS-IT-2	
Related Procedure Name: Employee Computer Purchase Plan	

1.0 PURPOSE


- 1.1 The Town of Taber recognizes the value to each employee and Council members of obtaining a personal computer for home use which also benefits the Town.

2.0 POLICY STATEMENT

- 2.1 The Town of Taber will allow for the purchase of personal computers by any full-time, permanent Town employee, or Council member by way of an employee computer purchase plan.
- 2.2 Applicants taking part in the employee computer purchase plan will be required to sign an appropriate application form and promissory note with the Town.
- 2.3 Each eligible employee or Council member can apply for the employee computer purchase plan no more frequently than once every two years.
- 2.4 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

3.0 ADDITIONAL REFERENCES

- N/A



 MAYOR

April 25, 2022

 DATE



 CHIEF ADMINISTRATIVE OFFICER

April 22/22

 DATE

