



Policy Name	EMPLOYEE PERSONAL COMPUTER PURCHASE PLAN			<i>Revised</i>
Policy Number	HR-11	Category	Human Resources	
Policy Authority	Director, Human Resources		Approval Date	December 11, 2024
Executive Sponsor	Vice-President, Administration and Finance		Next Review Date	December 11, 2029
Approved By	President and CEO		Frequency of Review	every 5 years

1. POLICY STATEMENT

This policy provides financial support to eligible employees through a loan repayment plan for the purchase of personal computers and other eligible technology.

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 a benefit to employees.

5. DIRECTIVES

- 5.1. A minimum of \$500 to a maximum of \$3000 is available per employee.
- 5.2. Loans will only be approved for purchases made no more than 30 calendar days prior to the date on the loan agreement.
- 5.3. Equal monthly payments will be made through an automatic payroll deduction for repayment towards the loan.
- 5.4. The maximum allowable repayment period for a single loan will not exceed 24 months.
- 5.5. Interest rates will be charged in accordance with the prescribed interest rate set by the applicable federal tax legislation for loan repayments.
- 5.6. 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.
- 5.7. Purchases are the property of the employee 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.

5.8. 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.

5.9. Approval is at the discretion of Human Resources.

6. RESPONSIBILITIES

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

ORIGINAL COPY SIGNED

 Kevin Shufflebotham
 President and CEO
 Date: December 11, 2024

ORIGINAL COPY SIGNED

 Wayne Resch
 Vice-President, Administration and Finance
 Date: December 11, 2024

Additional Information	Location
PR-HR-11-01 Employee Personal Computer Plan Purchase Procedure	MHC Website and Policy SharePoint
Appendix A - List of Eligible Technology	MHC Website and Policy SharePoint
Canada Revenue Agency Guide T4130 Taxable Benefits and Allowances	www.canada.ca/en/revenue-agency/services/forms-publications/publications