

CITY ASSISTED COMPUTER PURCHASE PROGRAM

The City of Lake Forest has purchased extensive computer hardware and software. The objective is to utilize available technology to improve service delivery to residents through reduced response time, increased employee productivity and improved citizen access to information.

In order to maximize the City's investment in the purchase of computer technology and extensive employee training, the City will assist eligible employees in the purchase of computers and related hardware/software for home use. The use of a computer at the employee's home is intended to significantly enhance the employee's comfort level with computers for on-the-job usage. However, ***it in no way shall mean that non-exempt employees are expected to be doing City work from home.***

The following policies will provide a detailed overview of how the program would function:

1. **Employees must have completed their probationary period.**
2. Employees should submit a written justification on how this purchase will benefit them and make them more effective as an employee.
3. Employees must submit a detailed reimbursement request with computer and software specifications **prior** to purchase of computer hardware/software. The City Manager or designee must approve this request.
4. Employees must sign an agreement with the City detailing the repayment schedule through payroll deduction. The agreement includes a requirement that the employee must complete repayment to the City prior to employment termination. If at the time of termination the employee has not completed repayment to the City, the outstanding amount will be withheld from the employee's final check. This is signed **after** the employee has submitted a justification and it has been approved by the City Manager.
5. Once approval for reimbursement has been granted, the employee may purchase the approved computer hardware/software. **After the employee has purchased the equipment**, the employee must submit the appropriate paid receipts for reimbursement. Reimbursement will be included in the next paycheck. After being reimbursed, the repayment will begin through payroll deduction in the employee's next paycheck.
6. The maximum amount eligible for reimbursement is **\$2,500**. The items that would be allowable for reimbursement are outlined in the agreement that the employee must sign. The maximum payback period is 24 months from the date of reimbursement by the City, although the employee may choose a shorter payback period.

NOTES ON ITEMS REQUESTED:

1. The computer must be Microsoft Windows operating system based. Windows 10 is recommended.
2. Tablets with the Apple iOS or Google Android platforms may be eligible with the understanding that there may be some limitations to City data accessibility.
3. The computer must be new and not purchased from a computer reseller.
4. The computer purchase must include a reasonable warranty.
5. Software purchases* must be business related and compatible with the type of software used by the City. For reference, the City has standardized on the following applications:

Word Processing:	Microsoft Office: Word
Spreadsheets:	Microsoft Office: Excel
Database:	Microsoft Office: Access
Presentation	Microsoft Office: Power Point

Employees will not receive reimbursement for any software that is not related to a business function. For example, no entertainment software will be reimbursed under this program. All software purchase requests must receive prior approval to be considered for reimbursement.

6. Hardware accessories will be considered for reimbursement if the hardware has a specific business purpose. For example, the purchase of printer or multi-function unit for use in conjunction with the computer would be approved. However, any request for entertainment-related items would not be reimbursed.

** City Employees are eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). This program enables you to get a licensed copy of most Microsoft® Office applications to install and use on your home computer.*

Under the Home Use Program, as a user of qualifying applications at work (e.g. Office Enterprise) you may acquire license use of the corresponding Home Use Program software/service (e.g. Office365) to use on a home computer at a 30% discount. You may continue using HUP software while you are under City employment and as long as the corresponding software you use at work has active Software Assurance coverage.

To access the Microsoft Home Use Program Web site:

Go to <http://hup.microsoft.com/>.

Complete the following pages once you have received approval and purchased your computer through the program.
Return to Human Resources.

**PROMISSORY NOTE TO REPAY
THE CITY OF LAKE FOREST
FOR COMPUTER PURCHASE**

I, _____, acknowledge The City of Lake
Print Name

Forest has expended City funds to assist in the purchase of computer hardware/software for my personal use at home. This financial assistance from the City is to enhance any and all computer training that I may receive as part of my job with the City. I acknowledge that this does not construe that the City expects non-exempt to perform City work from home.

I further acknowledge that I must repay all monies that the City expended to assist me in purchasing computer hardware/software. I understand that by signing this agreement I agree to repay the City through payroll deduction. I also understand that the maximum repayment period is no longer than 24 months (52 payments) from the date of reimbursement by the City.

I understand that I must complete repayment to the City prior to termination. I agree to allow the City to deduct any remaining monies due from my last paycheck at the time of termination and to repay any difference if I have not completed repayment.

Print Name

Signature

Date

Amount to be Repaid

Period of Repayment

Amount of Payroll Deduction

**APPLICATION FOR CITY REIMBURSEMENT PROGRAM
(COMPUTER SOFTWARE/HARDWARE)**

Employee Name _____

Department _____

Employee Number _____

Please provide a list and price of each item of software/hardware and quoted price. (No reimbursement will be approved without complete receipt outlining each item of software/ hardware and price.) *Attachments are acceptable.*

HARDWARE

PRICE

SOFTWARE

PRICE

TOTAL PRICE:

Employee Signature

Date

Approved:

City Manager

Total Amount Approved

Amount Paid to Employee

Date Employee Paid