



Technology Loan Program

Effective Date: September 3, 1991

Last Revised: June 15, 2021

CAO Signature:

1. Policy Statement

This policy is in place to provide guidance in the administration of the Interest - Free loan program for Employees and their purchase of Technology for personal use.

2. Purpose

The purpose of this policy is to provide a way for employees and elected officials to purchase technology for the purpose of improving their computer skills and knowledge by owning their own equipment, or improving and monitoring their health and wellness through the use of mobile technologies including tablets, mobile phones and wearable health devices.

The City of Pitt Meadows offers employees the opportunity to improve their computer skills and knowledge or health by owning their own equipment. Through the Interest-free Technology loan plan, employees can purchase hardware and software using an interest-free loan paid back through payroll deduction. This program does not include plans, service or warranty costs on the equipment or ongoing subscription costs for software

3. Scope

Policy applies to regular full-time or part-time employees who have passed their probation and elected officials.

Technology covered under this policy is limited to desktop or laptop computers; wearable health devices*, tablets, mobile phones, and one-time purchases of software or apps. The City will not pay for ongoing subscription costs of software or apps.

* Wearable Health Device: Wearable technology includes electronic devices that consumers can wear, like Fitbits and smartwatches, and are designed to collect the data of users' personal health and exercise.

4. Exclusions

Technology is limited to what is described under Section 3 - Scope.

5. Policy

Providing the employee complies with all of the following conditions, the City of Pitt Meadows will loan the employee or elected official a maximum amount of \$3,500, at any one time. The terms and conditions are:

- (a) The value of the loan cannot exceed the employee's net income before the loan payment (IE: biweekly employee payments must be covered by bi-weekly net income);
- (b) The loan is to be repaid within 24 months;
- (c) The computer hardware or software is to be covered by the employee's or elected official's insurance. This is the individual's responsibility to ensure and by signing the loan application the individual acknowledges this and confirms they have appropriate insurance coverage;
- (d) Upon termination of employment or office, the loan must be paid in full; and
- (e) A new loan application will not be processed until a previous loan is repaid in full;

The employee or elected official should be aware that they will be deemed to have received a taxable interest benefit as prescribed by the Income Tax Act.

The rules of the Canada Revenue Agency require that, while the interest cost is borne by the City, the interest value will become a taxable benefit to the employee. A standard rate set by Canada Revenue Agency will be added to your income and statutory deductions will apply.

5.1. Roles and Responsibilities

None identified.

5.2. Prohibitions

None identified.

5.3. Procedures and Guidelines

To apply for an interest-free technology loan, complete the application [Attachment A] and submit to the payroll department.

6. Related Policies

None identified.



City of
Pitt Meadows
THE *Natural* PLACE

City of Pitt Meadows
Application for Interest Free Technology Loan

Individual Information

Name: _____ Employee/ID Number: _____

Department: _____ Tel. No/Extension: _____

Purchase Information

Amount of Loan Requested (max \$3,500): _____ (amount to be equally divisible by term*)

Repayment Period From: _____ To: _____

Instructions

1. Complete this form and send to Payroll Manager with original receipt(s)
2. Remember to keep a copy of your receipt for warranty purposes
3. Receipt must reflect employee's name only (no family members)
4. Please note restrictions, this may modify your approved amounts

Terms & Conditions

- Note that period may not exceed two years – 52 pay periods for regular employees.
 - A new loan application will not be processed until a previous loan is paid off.
 - Equal consecutive payments* will be deducted from the employee's salary over the repayment period.
 - In the event of termination of employment, the balance will become due and payable in full, and will be deducted from any amounts owing to the employee at such time.
 - The employee's T4 slip will include a taxable benefit resulting from this interest free loan. It represents the amount of interest that the employee would have paid on the balance owing each month at interest rates prescribed by Revenue Canada.
 - Items have to be purchased in advance of the loan being paid, and receipts need to be attached to the loan application. Receipts will be held on file during the repayment period.
- By signing below, the signatory acknowledges and agrees to the terms and conditions of the loan and its policy.

Signature: _____ Date: _____

Print and deliver to Payroll Manager. Print a second copy for your records.

PAYROLL DEPARTMENT

Authorized by Payroll Manager: _____	EE Active Position <input type="checkbox"/>	Receipt Attached <input type="checkbox"/>
First Pay Deduction Date: _____	Last Deduction Date: _____	
Calculations: Total Loan Amount \$ _____ / _____ pay periods = \$ _____ (biweekly deductions)		
AP CODING: 02-3-0000-1550	\$ _____	amount payable to employee noted on this application

NOTICE: Personal information requested on this form is collected under the authority of Section 26 of the Freedom of Information and Privacy Act, R.S.B.C. 1996, c. 165, as amended. Unless otherwise specified, the information gathered will be used by the City of Pitt Meadows for administrative purposes related to the Technology Loan Program. Questions about the collection, use, and disclosure of this information should be directed to the Head for Freedom of Information and Protection of Privacy, City of Pitt Meadows, 12007 Harris Road, Pitt Meadows, BC, V3Y 2B5, 604.465.2462.