

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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COMPUTER PURCHASE (FULL-TIME EMPLOYEES)  
Policy No. 3357:13-16-57  
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Effective: October 28, 2014

***A. Program Summary:***

North Central State College is committed to continually looking at new and innovative means to enhance the access of technology to students and employees. This commitment is focused from an employee perspective, with an understanding that the skills and experiences developed outside the workplace can translate into improved services offered to the College and its students. With this in mind, North Central State College proudly sponsors a progressive employee personal computer purchase program. As an added feature to the College benefit package, this program allows employees to purchase a computer for their home and personal use (monitor, system unit and keyboard) and certain related items such as a printer, software and mouse through bi-weekly payroll deductions with no additional interest or administrative charges. The program is limited to equipment compatible with College systems and does not allow for the purchase of system upgrades, software, printer or other peripherals by themselves. While the home computer system components may be purchased from multiple vendors they cannot be purchased from an individual. All purchases must be reviewed and pre-approved by the employee's supervisor.

***B. Eligibility:***

All active, regular full-time faculty and staff employees who have completed twelve (12) months of continuous employment with North Central State College are eligible to participate in the program.

***C. How Does The Program Work?***

An eligible employee may borrow up to their bi-weekly net pay amount from the College to purchase a personal computer system. No interest or administrative charges are applied to the amount of the loan. The loan is paid back to North Central State College through bi-weekly payroll deductions over a two (2) year period or 52 pay periods. The loan balance may be paid in full at any time without penalty by authorizing the Payroll Department to deduct the remaining balance from the employee's paycheck.

***D. The Process:***

1. The employee identifies the best system and price that suits their needs while still compatible with the employee's responsibilities and the software and equipment utilized by the College.
2. The employee obtains a written price quote (or catalog page) from the vendor where the system is to be purchased. If the system is on sale, the employee should request notification of sale deadlines and possible extension to allow for paperwork processing. If the system is going to be shipped or sales tax will be applied, the quote should include all applicable charges.
3. The employee forwards the price quote to Human Resources for approval. Once the selected equipment is approved, North Central State College will prepare a contract consisting of an

Employee Agreement, Promissory Note and Repayment Schedule worksheet for the employee's review and signature.

4. If needed, North Central State College will place the equipment order and notify the employee when the system arrives.
5. The bi-weekly payroll deductions equal to 1/52nd of the balance will begin on the first payday within thirty (30) days from receipt of the signed contract.
6. If the employee leaves the employment of the College for any reason prior to the completion of the loan term, the remaining balance will be deducted from their final paycheck.
7. Only one personal computer system may be purchased through this program at a time. The employee must pay off the entire balance of an existing loan before requesting another personal computer purchase through the program.
8. North Central State College has no involvement or responsibility in the performance or maintenance of any equipment or software purchased through this program.

Updated: September 2, 2004

Revised: March 2006, February 2007

CFO (Human Resources)