



Housing Authority
of the County of Stanislaus

P.O. Box 581918
1701 Robertson Rd.
Modesto, CA 95358-0033

Employee Computer Purchase Program Packet

Contents Include

Program Plan and Rules

Description and Estimate Sheet

Contract Loan Agreement



PLAN AND RULES

- Objective:** To elevate computer literacy of regular full-time Stanislaus County Housing Authority employees and to enhance the computer orientation within the respective departments of the Authority.
- Eligibility:** To be eligible you must:
- Be a full-time regular employee of the Housing Authority
 - Have completed your probation period
 - Agree to comply and sign loan agreement
- Loan Limits:** The maximum loan amount for each employee shall be \$3,000. Each employee shall be responsible for and all costs which are in excess of the loan amount or for unapproved items.
- Interest Rate:** No interest will charged or added to loan
- Agreement:** A written agreement shall be required of all employees desiring to enroll in this plan. The agreement shall outline the conditions of the plan, payroll deduction arrangements, and the responsibility of the participant.
- Repayment:** Repayment is through payroll deduction on a semi-monthly basis. Payments are spread equally over the loan period dependent on the original amount of the loan. Repayment in full will be accepted at anytime. New loans for upgrades or new systems will not be considered until the employee's current balance is paid in full.
- Loan Period:** The loan period shall be up to two (2) years. Payments shall be deducted per pay period up to 48 pay periods (two years).
- Approval:** Approval and disapproval of each application is at the sole and absolute discretion of the Authority.
- Funding:** Funding for this program is limited; loans will be made on availability of funds. Amount may or may not be appropriated from year to year for this program. Since funding is limited, applications will be ranked by relevancy to job, first computer in home and years of service with the agency. Thereafter, applications will be processed as funds became available.
- Insurance:** Employees are responsible for the care and maintenance of all software and hardware purchased under this agreement. If an item is damaged or lost, the employee is still obligated to repay the loan as agreed upon. For this reason, it is recommended that all participants obtain adequate insurance coverage to protect against fire and theft (Homeowner's/Rental Insurance).

Usage: During the loan term, use of this equipment is restricted to use by the participant or the participant's immediate family during the course of the agreement. Re-assignment or transfer of the equipment violates the agreement and any unpaid balance will become due and payable to the Housing Authority.

Financial

Responsibility: If an employee terminates employment for any reason prior to the loan being paid in full, the entire balance due shall become due and payable. Such balance may be deducted from any monies due and payable to the employee by the Authority. Participants, who do not terminate employment but go on unpaid status for any reason, shall be required to continue making the required payments while on unpaid status.

Eligible Products:

<ul style="list-style-type: none">• Laptops	<ul style="list-style-type: none">• Desktops
<ul style="list-style-type: none">• Printers	<ul style="list-style-type: none">• Software
<ul style="list-style-type: none">• Laptop Accessories	<ul style="list-style-type: none">• Other System Upgrades
<ul style="list-style-type: none">• IPADS (Apple)	<ul style="list-style-type: none">• Tablets (Galaxy, Motorola, HP)etc.

Application Procedure:

- Obtain detailed description of items to be purchased
- Printed quote or estimate of total purchase including tax & fees
- Complete attached Description and Estimate Sheet
- Complete the Contract Loan Agreement
- Submit all paperwork to Deputy Director of Finance
- Following approval from Finance, the employee may purchase approved items from the vendors of their choice. Checks will be made payable to the vendors.



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Employee Computer Purchase Plan Contract Loan Agreement

Name: _____ Dept: _____

Address: _____

City/St/Zip: _____

Work Phone: _____ Date: _____

The above named employee (participant) of the Stanislaus County Housing Authority (SCHA) has been provided a copy of the SCHA Employee Computer Purchase Plan, and hereby elects to purchase a personal computer and certain related equipment and software and participate in the financing arrangement offered under the plan, and further agrees to and accepts the following terms and conditions:

1. The price of the equipment to be purchased is \$ _____ and is identified on the attached specification sheet.
2. The Authority agrees to make a loan at 0% interest over a _____ month loan period, until \$ _____ paid in full.
3. The participant agrees to pay the Authority \$ _____ per semi-monthly period beginning _____
Until the amount identified in paragraph 1 above has been paid in full. The participant may elect to pay the unpaid balance at any time prior to the last payroll deduction.
4. The participant authorizes the required payment of \$ _____ as per line 3, to be deducted from his/her the semi-monthly paycheck, until \$ _____ paid in full.
5. The participant agrees not to sell, trade, inflict damage, or otherwise dispose of the equipment until the loan has been paid in full. The participant also agrees that the usage of the equipment will be limited to the participants own use and that of his/her immediate family for the duration of the agreement. Any reassignment, transfer, or sale of the equipment shall require the participant to immediately pay to the Authority the remaining balance of the loan in full.
6. Upon termination or resignation of participant from the employment of the Stanislaus County Housing Authority for any reason, the remaining balance to be paid to the Authority under this agreement shall immediately become due and payable and may be deducted from any of the monies due and payable to the participant by the Authority. Participants who do not terminate employment, but go on unpaid status for any reason, shall be required to continue making the required payment while on unpaid status.
7. All warranties and services or maintenance agreements and contracts shall be between the vendor and the participant. The participant shall deal directly with the vendor and in no event shall a participant look to the Authority for any claims relating to warranty, service, or maintenance.
8. This agreement may be change only by a written document signed by the Authority and the participant and supersedes any and all written or oral agreements, proposals, and communications concerning the plan.
9. In the event either party hereto brings any suit against the other party to enforce any rights under this Agreement, then the prevailing party in any such suit shall recover from the other party its reasonable attorney's fees and costs incurred.

Accepted by: _____ Print Name: _____ Date: _____

(SCHA) Representative: _____ Print Name: _____ Date: _____