

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: EDC</b>
<b>DATE OF ADOPTION: OCTOBER 10, 2005</b>	<b>PAGE 1 OF 3</b>

## **EMPLOYEE COMPUTER LEASE/PURCHASE PROGRAM**

### **A. PURPOSE**

To establish a policy for assisting employees in acquiring and sharpening computer literacy skills by providing a lease/purchase program for the acquisition of personal computer equipment and software similar to what employees may be asked to use for school business and educational training. This regulation details the terms and conditions of agreements between the School District and participating employees whereby employees may lease such equipment from the School District and acquire ownership of the equipment at the termination of the lease.

### **B. ORGANIZATIONS AFFECTED**

All Schools/Departments.

### **C. POLICY**

1. It is the policy of the Dover School District to encourage employee development of computer literacy skills because of the acknowledged significant contribution of such skills to improving services to the public and to the students of the Dover School District. The School District therefore offers to lease computer equipment and software similar to what employees may use in performing their duties for School District business for employees' personal use. At the successful completion of the lease payments, employees shall acquire ownership of the equipment and software.
2. To participate in the program, the employee must be a non-probationary, regular full- or part-time employee and must agree to all terms and conditions set forth in this regulation. Should the employee terminate employment with the Dover School District prior to the completion of the lease period, the employee agrees to pay the balance of the lease payments either through deductions from the final paycheck or through an additional payment if the final paycheck is insufficient to pay the balance.
3. Should the employee return such computer equipment or software to the vendor, sell or dispose of the equipment, or otherwise render the equipment or software unavailable for employee's home use, the balance of the lease payments shall become immediately due and payable to the School District; and if not paid within 30 days of such return or disposal, shall be deducted from the employee's paycheck. Failure of an employee to inform the School District of such conversion of equipment or software may be grounds for discipline.
4. Terms and Conditions:
  - (a) The sum of the lease payments will equal the cost to the School District of reimbursing for acquisition by an employee, inclusive of freight and taxes, if applicable. The employee will be responsible for acquiring any additional installation and training services as needed. The lease will not include the cost of such services.

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- (b) Employees will be responsible for an initial payment equal to 10% of the total lease amount and will make subsequent lease payments through payroll deductions each regular pay period, beginning with the pay period immediately following delivery of the equipment. The number of payments may not exceed 78 (i.e. three years). Employees may arrange to make additional payments to reduce the amount of the payments or the number of payments to complete the lease.
- 5. The term of the lease will normally not exceed three years. Employees may normally terminate the lease by payment of the balance of the lease payments, not by return of the equipment. Exceptions to this policy may only be made for hardship situations and must be approved by the Superintendent based upon the best interest of the School District.
- 6. An individual employee may lease a single computer system, not to exceed \$2,500 in cost. Employees may not assign or transfer their rights to the equipment during the term of the lease without prior written approval by the Superintendent or designee.
- 7. Because the purpose of the program is to encourage employee investment in developing computer skills which they are likely to use for school business, purchase requests will be reviewed by the Superintendent or designee to assure that the type of equipment and software purchased will be useful in developing skills which the employee will use, or might be called to use, on the job. A liberal construction will be employed in reviewing such requests, recognizing that the School District's use of computer technology is evolving, as are the skills, knowledge, and abilities of its employees.
- 8. Participating employees must respect the terms of the software licenses which the School District has obtained for School District business. Usually, the significant terms are:

The software may be used by an number of people on any number of computers, but only one computer and one user at a time.

Employees may not duplicate the software or documentation for any purpose other than backup and archiving except as permitted under the terms of the license.

**D. RESPONSIBILITIES**

- 1. The Employee will:
  - (a) Read and agree to the terms and conditions of the lease program as described in this Policy and any related forms prior to participating in the program.
  - (b) Prepare requests (Form A, available in the Office of the Superintendent), specifying brand and type of equipment.
  - (c) Be responsible for the payment of any tax or fees that may be applicable in their state of residence.
- 2. The Superintendent or designee will:
  - (a) Review requests and determine if equipment and software requested conforms to the purpose of the program.

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- (b) Determine if sufficient funds are available for meeting the requests. If not, hold request until funds become available, and process.
  - (c) Notify employees of acceptance into program.
  - (d) Forward approved requests to Payroll for processing.
3. Accounting/Payroll will:
- (a) Obtain employee signature on payroll deduction agreement prior to receipt of equipment (Form B).
  - (b) Make calculations and initiate deductions by payroll entries.
  - (c) Credit deductions to an account established for funding purchases for the employee lease/purchase program.
  - (d) Once the employee has purchased the equipment and provided appropriate documentation, issue a reimbursement check.

#### **E. PROCEDURES**

- 1. The Superintendent or designee will review the information and notify the employee of approval. The employee must complete the lease/purchase agreement and may then purchase the equipment or software and submit detailed receipts for reimbursement. No reimbursement will be made for equipment or software purchased prior to approval by the Superintendent. Participating employees are responsible for equipment servicing and maintenance and must maintain the equipment in good condition.
- 2. Per City Council resolution, dated May 13, 1998, the City's total outlay of funds for this program shall not exceed \$100,000 at any given time.