

V. EMPLOYEE COMPUTER PURCHASE ASSISTANCE PROGRAM

The City of Commerce has implemented the Employee Computer Purchase Assistance Program in order to establish a uniform procedure for assisting full-time and part-time employees with the purchase or upgrading of their personal computers to elevate the computer literacy of City employees.

The Program provides for a \$1,500 maximum, one time loan per employee, with no interest, payable to the City over a maximum two year period via payroll deduction. Employees who have applied for participation in the Program will be selected via a lottery to be held in August of each year.

To be eligible, the employee must: Be a full-time or part-time City employee; have completed one probationary period or training period for their current position; recommend brand name or locally advertised products; and agree to comply with the provisions of the Program.

For more information about this program please see the Standard Operating Procedure No. 13 entitled "Employee Computer Purchase Assistance Program", or contact the Human Resources Department.