



POLICY

POLICY STATEMENT

Whereas the Municipal Government Act authorizes Council to set policy around the emoluments (wages, benefits, rewards, etc.) offered to municipal officers and employees, it is the policy of the Municipality of East Hants to allow staff to purchase a home-use computer through a payroll loan program. In keeping with the provisions of the MGA, Section 30(1), this policy of Council will be administered by the Chief Administrative Officer.

Terms and Conditions

1. The employee will not borrow any more than \$3,000 at any time.
2. The employee will pay interest to the Municipality at the prevailing rates of the Municipality borrowing.
There is no cost to the taxpayer.



ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor/ Manager of Finance	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation, and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, ie. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner/Director of Finance & Administration	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver/Chief Administrative Officer	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate
Employees	<p>The Employees will:</p> <ul style="list-style-type: none"> • Notify the Policy Owner of changes to be considered • Notify the Policy Owner when the policy becomes out of date or obsolete • Follow the Policy



RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

	Document ID	Document Type
Employee Computer Purchase Program Application form		PDF Form
Employee Computer Purchase Program Administrative Policy		PDF Form
Municipal Government Act		Legislation

RELATED MOTIONS

	Document ID
<p><u>Employee Computer Purchase Program</u></p> <p>Councillors Snow and Canavan moved that the Policy outlined by the Director of Finance re Employee Computer Purchase Plan be approved with the \$5,000 limit decreased to \$3,000.</p> <p>Question called. Five (5) voting in favor and Five (5) voting nay. Warden Matheson voted in favor. Motion Carried. Councillors Tingley, Smith, Connors, R. White and E. White voting nay.</p>	August 16, 1994
<p><u>Employee Computer Purchase Program</u></p> <p>Councillors Snow and Canavan moved that the employee computer purchase plan be amended to provide that staff purchases subsequent to December 31st, 1994 would be subject to interest at prevailing interest rates to the Municipality.</p> <p>There will be no cost to the taxpayer after December 31st, 1994. Question called. Six (6) voting in favor and three (3) voting nay. Councillors Burns, Whit and O’Neil voting nay. Motion Carried.</p>	December 20, 1994

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Establishment of the Employee Computer Purchase Program	Manager of Finance	Director of Finance & Administration	Council	August 16, 1994



EAST HANTS

EMPLOYEE COMPUTER PURCHASE PROGRAM POLICY

Council Administrative

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
2.0	Clarification of charging of interest to the Employee for the Computer Loan	Manager of Finance	Director of Finance & Administration	Council	December 20, 1994
3.0	Branding of the existing policy	Manager of Finance	Director of Finance & Administration	CAO	December 22, 2016