



CITY OF DUBLIN

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.44

TO: All Full-Time Regular Employees

FROM: Jane S. Brautigam, City Manager

SUBJECT: Personal Computer Purchase Incentive Program

DATE: January 9, 2003

Supersedes and Replaces Administrative Order 2.44 dated 04/02/01 Regarding Same Subject.

I. PURPOSE

The purpose of this Administrative Order is to establish a program which encourages eligible City employees to enhance their skill level and competence in the use of personal computers and certain job-related software packages by providing a financial incentive to such employees to purchase a personal computer and qualified software packages for home use. By gaining competence in the use of personal computers in the home, the City believes it will realize a return on its investment during the course of the employee's term of employment. Any questions regarding this Administrative Order should be directed to the Division of Human Resources/Procurement.

II. ELIGIBILITY

All Full-Time Regular employees with a minimum of one (1) year of service with the City shall be eligible to participate in this incentive program. This program shall be open to any eligible employee, whether he/she wishes to purchase a personal computer for the first time or to upgrade/replace his/her existing computer or job-related software.

III. PROGRAM REGULATIONS

The following regulations are hereby established to govern the administration of this Program:

- A. The City will reimburse twenty percent of an eligible employee's cost of purchasing a personal computer or job-related software that meets the criteria set forth herein, up to a maximum reimbursement of \$250.00.
- B. Employees shall be required to purchase a Personal Computer (i.e. IBM compatible, Macintosh) or software, which would be related to the nature of the employee's work.
- C. Employees must obtain pre-approval of their purchases from the Division of Human Resources/Procurement in order to qualify for the financial incentive from the City. Reimbursement will not be awarded for purchases made prior to receiving approval to

participate in the program. In order to receive pre-approval by the Division of Human Resources/Procurement, the hardware or software must be related to the nature of the employee's work. (The Division of Human Resources will consult with the Division of Information Technology to evaluate and determine the job-relatedness of any hardware or software to be purchased.) The incentive will be paid to qualified employees, upon proof of continuous ownership, twelve months after the purchase is made. However, the "Proof of Ownership Affidavit/Reimbursement Form" and valid receipts must be submitted to the Division of Human Resources by December 31st of the year in which the employee is eligible for reimbursement. Forms and receipts not submitted by December 31st of the year in which the employee is eligible for reimbursement, will not be considered.

- D. In the event that an employee receives approval for participation in the program, but does not submit the "Proof of Ownership Affidavit/Reimbursement Form" and valid receipts by the required deadline (as specified above), the employee will not be eligible for reimbursement. However the employee may re-apply for participation during future "Application to Participate" periods.
- E. In the event that an employee receives approval for participation in the program, but does not purchase the approved item(s) within the calendar year, the employee may re-apply for participation during future "Application to Participate" period.
- F. Personal computers may be purchased from any vendor that the employee chooses.
- G. The program shall be limited to ten participants per year. If more than ten employees wish to participate, a lottery will be held to select those employees who will receive the incentives each year. (Each employee shall be limited to receiving one incentive during the term of his/her employment with the City.)
- H. In the event that an employee receives approval for participation in the program and subsequently voluntarily separates his/her service with the City during the twelve (12) month waiting period following purchase, he/she shall forfeit his/her right to reimbursement under the Program.
- I. In the event that an employee receives reimbursement under this program and subsequently voluntarily separates his/her service with the City within the first year following reimbursement, he/she shall pay 100% of the reimbursement amount back to the City.
- J. The amount of any reimbursement received by an employee will be included as taxable wages on the employee's W-2 for that year. This means that any reimbursement shall be processed through the City's payroll system.

IV. APPLICATION FOR PARTICIPATION/PROOF OF OWNERSHIP AFFIDAVIT FORM

All eligible employees interested in participating in this Program shall complete the attached application form and forward it to the Division of Human Resources/ Procurement. Employees will be

advised of the status of their application as soon as the recipients have been selected.

Employees who have been approved for participation in this Program and are seeking reimbursement under the Program shall be required to complete the attached "Proof of Ownership Affidavit/Reimbursement Form" and submit to the Division of Human Resources/Procurement twelve months after purchase. This form must be accompanied by a valid receipt identifying the date, place, and amount of purchase in order for the employee to receive reimbursement and must be submitted by December 31st of the year in which the employee is eligible.

Attachment



CITY OF DUBLIN

(Rev. 01/07/03)

**APPLICATION FOR PARTICIPATION
IN PERSONAL COMPUTER
PURCHASE INCENTIVE PROGRAM**

(This form shall be completed by employees seeking pre-approval for participation in this Program and should be forwarded to the Division of Human Resources/Procurement by the designated deadline.)

Employee's Name: _____

Department/Division: _____

Make/Model of P.C.: _____

Estimated Cost of P.C.: _____

Name/Type of Software: _____

Estimated Cost of Software: _____

Estimated Date of Purchase: _____

I hereby certify that the information offered above is a good faith representation of my interest and intent to participate in the P.C. Purchase Incentive Program with the City of Dublin. I acknowledge that in the event I receive approval for participation in this Program and subsequently voluntarily separate my service with the City during the twelve (12) month waiting period following purchase, I forfeit my right to reimbursement under the Program.

Signature of Employee

Date

**Pre-Approval of Director of
Human Resources/Procurement**

- Approved
- Disapproved

Comments:

Director of Human Resources/Procurement

Date



CITY OF DUBLIN

(Rev. 01/07/03)

**PERSONAL COMPUTER PURCHASE
INCENTIVE PROGRAM
PROOF OF OWNERSHIP
AFFIDAVIT/REIMBURSEMENT FORM**

(This form must be completed by employees who have previously received approval for participation in the Personal Computer Purchase Incentive Program and who are seeking reimbursement under the Program. A valid receipt identifying the amount, place, and date of the purchase should be submitted together with this form after 12 months of continuous ownership of the P.C. or software identified in the employee's application for participation. This form must be submitted with valid receipts by December 31st of the year in which reimbursement is eligible.)

=====

Employee Affidavit

Employee's Name: _____

Department/Division: _____

Make/Model of P.C. Purchased: _____

Purchase Price of P.C.: _____

Name/Type of Software Purchased: _____

Purchase Price of Software: _____

Date of Purchase: _____

I hereby certify that I have continuously owned the P.C. or software identified above for at least the past twelve months, and thereby request reimbursement under the Personal Computer Purchase Incentive Program.

I also hereby certify that all information provided above and documentation attached hereto is true and accurate to the best of my knowledge. I further understand that the City of Dublin may investigate the information and documentation I have forwarded and I realize that any misrepresentation or false information on or attached to this affidavit may lead to disqualification from the Incentive Program and disciplinary action including termination of employment. I also acknowledge that in the event I receive reimbursement under this Program and subsequently voluntarily separate my service with the City within the first year following reimbursement, I will pay 100% of the reimbursement amount back to the City.

Signature of Employee

Date

=====

Approval For Reimbursement

- Reimbursement Approved
- Reimbursement Disapproved

Amount of Reimbursement Approved: \$_____

Director of Human Resources/Procurement

Date

