

CITY OF COMMERCE ADMINISTRATIVE POLICIES

PURCHASE OF JOB-RELATED EQUIPMENT

1.0 PURPOSE

To establish a policy for assisting employees to purchase job-related equipment not furnished by the City.

2.0 POLICY

2.1 It is not the intention of this policy to subsidize the purchase of equipment for employees.

2.2 It is the policy of the City to assist City employees in financing equipment needed to perform their job-related duties.

3.0 PROCEDURES

After completing the probationary period, a full-time permanent employee may request that the City purchase equipment, the cost to be reimbursed by the employee, based on the following guidelines:

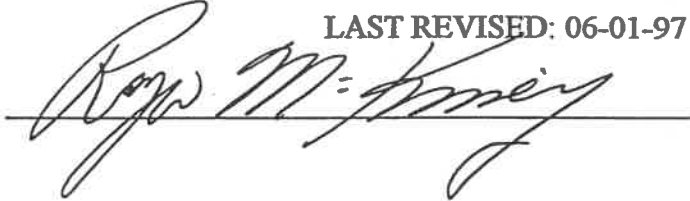
- A. The request will be made to the appropriate Department Director and approved by the City Manager before the equipment is purchased.
- B. The equipment must be necessary to perform job-related duties for which the employee was hired and shall not exceed the total of one weeks gross pay for the employee. The employee may pay an initial payment at the time the equipment is purchased which will lower the total cost to one weeks gross pay. This initial payment must be made at the front desk at City Hall and will not be deducted from the employee's paycheck.
- C. The equipment needed is not provided by the City.
- D. Payments of at least \$25.00 per pay check are to be made by the employee through payroll deductions. Repayment cannot exceed six (6) months (12 pay checks).
- E. A purchase agreement describing the items to be purchased, the purchase price, the amount of any initial payment, and the amount to be reimbursed each pay period, must be signed by the employee and notarized.

- F. Employees will be allowed to make only one purchase annually.
- G. If employment is terminated prior to completion of the agreement, the balance owed by the employee will be deducted from the employee's final check(s) and the employee will be required to pay the balance not covered by the final check(s).

EFFECTIVE: 09-28-98

LAST REVISED: 06-01-97

CITY MANAGER APPROVAL:

A handwritten signature in black ink, appearing to read "Roy M. Kinney", is written over a solid horizontal line. The signature is cursive and extends above and below the line.

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