



## Town Council Agenda Report

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Date: June 9, 2020 Item No. 6

To: Honorable Mayor and Town Council

Subject: ADOPT RESOLUTION NO. 2020-20 - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL FOR THE TOWN OF APPLE VALLEY

From: Douglas Robertson, Town Manager

Submitted by: Douglas Robertson, Town Manager

Budgeted Item:  Yes  No  N/A

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### RECOMMENDED ACTION

That the Town Council adopt the attached Resolution No. 2020-20, a Resolution of the Town Council of the Town of Apple Valley amending section 4.12 – Employee Computer Purchase Program of the Personnel Policy and Procedures Manual for the Town of Apple Valley.

### BACKGROUND

The Human Resources Department, working in conjunction with the Innovation and Technology Department, recommends amending section 4.12 – Employee Computer Purchase Program of the Personnel Policy and Procedures Manual for the Town of Apple Valley. The amendment to this section would bring a much-needed update to the Computer Purchase Program, resulting in an opportunity for employees to purchase other forms of technology. The purpose of the Employee Technology Purchase Program is help foster professional and educational development for eligible Town of Apple Valley employees. We believe our employees are our most valuable resource and promoting professional and educational development will strengthen our workforce, further enabling the Town to provide the best possible service to the public. To facilitate this, the Town may provide an interest-free loan, with repayment through automatic payroll deductions, for the purchase of qualifying technology, not to exceed \$2,500.00 per contract.

The revisions to this section 4.12, other than the title, would allow employees to purchase other forms of technology, such as tablets and smart/mobile devices in addition to computers, laptops, and compatible accessories (e.g. printers, document

scanners, Microsoft Office Software, etc.). Additionally, employees would be limited to two (2) systems/devices per contract and may not execute a new contract within two (2) years from the most recent contract.

### **FISCAL IMPACT**

There is no fiscal impact for the recommended amendment to the Personnel Policies and Procedures Manual. Departments would budget annually for any anticipated use of this policy.

### **ATTACHMENTS**

- A. Resolution 2020-20
- B. Section 4.12 – Employee Technology Purchase Program
- C. Technology Purchase Program Contract

**RESOLUTION NO. 2020-20**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN  
OF APPLE VALLEY AMENDING THE PERSONNEL  
POLICY AND PROCEDURES MANUAL FOR THE TOWN  
OF APPLE VALLEY**

**WHEREAS**, the Town Council of the Town of Apple Valley has established the Personnel Policy and Procedure Manual for the Town of Apple Valley employees; and

**WHEREAS**, the Town Council of the Town of Apple Valley wishes to modify a section of the Personnel Policy and Procedures Manual for the Town of Apple Valley employees.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Section 4.12 shall be amended in accordance with Attachment B.
2. Town of Apple Valley Employee Technology Purchase Contract shall be adopted in accordance with Attachment C.
3. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith

Unless otherwise noted, the effective date of this Resolution shall be June 9, 2020.

Adopted by the Town Council and signed by the Mayor and attested to by the Town Clerk this 9<sup>th</sup> day of June 2020.

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Mayor

ATTEST:

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Town Clerk

## ATTACHMENT B

### Section 4.12 Employee Technology Purchase Program

#### 4.12.1 Purpose

This purpose of this Policy is to establish the Employee Technology Purchase Program ("Program") to foster professional and educational development for eligible Town of Apple Valley employees. We believe our employees are our most valuable resource and promoting professional and educational development will strengthen our workforce, further enabling the Town to provide the best possible service to the public. To facilitate this, the Town may provide an interest-free loan, with repayment through automatic payroll deductions, for the purchase of qualifying technology.

The Program is administered through the Town's Innovation and Technology (IT) Department and will be executed with an approved Technology Purchase Contract ("Contract").

#### 4.12.2 Authorization

The Program is available to all full-time regular employees. To be eligible to participate in the Program, an employee must have successfully completed the initial probationary period with the Town of Apple Valley. Under no circumstances will an employee be allowed to make a purchase under the Program while in the initial probationary period.

#### 4.12.3 Process

The Program provides employees an opportunity to purchase certain technology, not to exceed \$2,500.00 per contract, by making either 26 or 52 bi-weekly payments (interest free) through an automatic payroll deduction.

Once an employee has completed probation or anytime thereafter, the employee may request participation in the Program. The employee must submit the request, indicating the technology they wish to purchase, to the IT Department for review of compliance to this Policy. The IT Department will initiate a Contract (Ref. Appendix A) to be signed by the employee, their Department Manager, and the Town Manager or designee.

Purchases will only be made after the Town Manager or designee has approved the Contract. The Town Manager reserves the right to deny any request under the Program. Once approved, the purchase shall be made through the IT Department only.

The IT Department will provide the executed Contract and copies of the invoice and/or receipt of purchase to the Human Resources Department to setup an automatic payroll deduction to begin the first pay period following the date of purchase, and to be filed in the employee's personnel file.

#### 4.12.4 Eligible Technology

The technology purchased under the Program may include no more than one (1) system/device from each category, consisting of desktops, laptops, tablets, or smart/mobile device; and no more than two (2) systems/devices in total for each Contract.

Each system/device must fall within the purpose of this Program. The following outlines the components and/or accessories that may be included within each category:

- **Desktops** - PC or Mac, Keyboard and Mouse, Webcam, Monitor (1), Battery Backup/UPS
- **Laptops** - PC or Mac, Mouse, Battery Backup/UPS, Laptop bag
- **Tablets** - Devices marketed as a Tablet and/or device that functions as a Tablet (e.g. Apple iPad/Microsoft Surface), Cover/Case with or without keyboard
- **Smart/Mobile Devices** - Devices marketed as Mobile Devices (e.g. cell phones) and/or Smart Device (e.g. Smart Watch), Headset/Earbuds, Cover/Case

Acceptable Accessories include Printer (1), Document Scanner (1), unless combined with the Printer, Microsoft Office Software (applicable licenses per system/device as needed).

Warranty/Support may be included at the request of the employee, so long as it falls within the requirements of this Program. Software subscription and/or other renewals are the sole responsibility of the employee.

#### 4.12.5 Restrictions and Covenants

A new Contract may not be executed within two (2) years from execution of the employees most recent Contract. Employees may only participate in one (1) Program at a time and must not exceed a total of \$2,500.00 per Contract. The technology purchased under each Contract is limited to no more than two (2) systems/devices in total, and no more than one (1) from each category outlined under Eligible Technology.

The technology purchased, including software or peripherals/accessories, shall not be consistent with gaming or entertainment purposes unless they are specifically included as a component of a computer system package.

Failure to abide by this Policy and executed Contract, may restrict the employee from future participation in the Program and other purchases through the Town of Apple Valley.

Any employee leaving the Town of Apple Valley with an outstanding Contract balance shall authorize having the balance deducted from their final paycheck in accordance with all applicable laws. Any amount not covered by the final check must be paid by the employee prior to leaving employment with the Town of Apple Valley. Failure to pay the contract off prior to termination of employment will subject the employee to a stipulated court judgment for the outstanding balance due.

**ATTACHMENT C**



**APPENDIX A**  
**TOWN OF APPLE VALLEY**  
**EMPLOYEE TECHNOLOGY PURCHASE CONTRACT**

**THIS SECTION TO BE COMPLETED BY EMPLOYEE**

1. Employee Number: \_\_\_\_\_  
Employee Name: \_\_\_\_\_  
Job/Classification Title: \_\_\_\_\_  
Department: \_\_\_\_\_ Division \_\_\_\_\_
  
2. I hereby request a loan under the Employee Technology Purchase Program in the amount noted in item 2 (b) below. By my signature below, I acknowledge that my understanding of, and agreement to, all provisions of the Town's Employee Technology Purchase Program (Section 4.12 of the Personnel Policies and Procedures) which are incorporated herein by reference.
  - (a) The total price of eligible technology equipment to be purchased, including sales tax (attach a detailed list of equipment including price and picture of items purchased) is:  
\$ \_\_\_\_\_
  
  - (b) The amount to be loaned by the Town of Apple Valley and repaid through automatic payroll deduction.  
\$ \_\_\_\_\_  

I understand that should I separate from the Town before the above amount has been paid in full, any remaining balance will become immediately due and payable. I further understand that I have the option to authorize that the remaining balance be deducted from my final paycheck, but that if I choose not to exercise that option, I will still have an obligation to immediately repay that amount to the Town.
  
  - (c) Requested loan term of consecutive pay periods:  
 26 pay periods  
 52 pay periods

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Employee's Name

Employee's Signature

Date

Town of Apple Valley  
Employee Technology Purchase Contract

**To Be Completed by Human Resources**

4. The employee does not have a current Employee Technology Purchase Contract and is off initial Town probation.

- Approved.
- Disapproved.

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Human Resources Date

**To Be Completed by the Innovation and Technology Officer**

- 5.
- Approved.
  - Disapproved.

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Innovation and Technology Officer Date

**To Be Completed by the Town Manager or designee**

- 6.
- Approved.
  - Disapproved.

*If the Approved box has been marked, I hereby certify that, under policy guidelines established by the Town of Apple Valley, the above named employee is eligible to purchase the technology equipment specified on the attachment(s) hereto, and is otherwise eligible to participate in the Town's automatic payroll deduction plan for such equipment.*

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Town Manager or designee Date

**TOWN OF APPLE VALLEY**

***EMPLOYEE TECHNOLOGY PURCHASE PROGRAM***

**Promissory Note for:           Employee Technology Purchase Loan**

Date: \_\_\_\_\_

For value received, I, \_\_\_\_\_, promise to pay to the order of the Town of Apple Valley the sum of \$ \_\_\_\_\_. In installments through equal successive payroll deductions as follows: \$ \_\_\_\_\_ for 26 or 52 pay periods beginning on the next pay period until paid in full. \_\_\_\_\_(initials)

1. ***Termination of Employment.*** Failure to pay the contract off prior to termination of employment will subject the employee to a stipulated court judgment for the outstanding balance due. In the event of termination of employment for any reason, the entire principal sum then unpaid shall immediately be due and payable, at the time of separation. I agree to authorize that any remaining unpaid balance shall first be deducted from the final paycheck in accordance with applicable law. In the event the final paycheck is not sufficient to pay off the principal sum, then any resultant balance must be paid, in full, with other resources of the borrower. \_\_\_\_\_(initials)

2. ***Attorney's Fees.*** The undersigned shall pay all reasonable attorney's fees incurred by holder in enforcing any right or remedy under this note. \_\_\_\_\_(initials)

3. ***Incorporation by Reference.*** All provisions of the Town of Apple Valley Employee Technology Purchase Program, as well as the approved Loan Request and Agreement, are hereby incorporated by reference. \_\_\_\_\_(initials)

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Employee's Name	Employee's Signature	Date
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Town of Apple Valley  
Employee Technology Purchase Contract



**EMPLOYEE TECHNOLOGY PURCHASE  
DOCUMENT OF RECEIPT**

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Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

I have received for the following:

<u>Item</u>	<u>Serial#</u>	<u>Initials</u>
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<u>Employee's Name</u>	<u>Employee's Signature</u>	<u>Date</u>
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Town of Apple Valley  
Employee Technology Purchase Contract



**EMPLOYEE TECHNOLOGY PURCHASE  
ATTACHMENT A**

**ATTACH ALL:**

**Back up documents, including pictures of items purchased.**