

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

Subject Item:

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY
AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL**

Summary Statement:

The market for computers is constantly changing. In an effort to stay up-to-date with current technology, staff is proposing Town Council adopted Resolution Number 2011 - ___ to amend Section 4.12 Employee Computer Purchase Program, Subsection III, Process. The amendment to this section of the Personnel Policy and Procedure Manual would allow the Town's employees to purchase a variety of computer systems to include desktops, laptops, and tablet computers, as well as a monitor, printer, or any combination of these devices to not to exceed \$2500.00. Payments are made by employees through payroll deduction and the computers remain a town asset until such time the employee completely pays off the computer.

Recommended Action:

Adopt Resolution No. 2011-55, a Resolution of the Town Council of the Town of Apple Valley Amending the Personnel Policies and Procedures Manual.

Proposed by: Nikki Salas, Director of Human Resources Item Number _____

T. M. Approval: _____ **Budgeted Item** Yes No N/A

RESOLUTION NO. 2011-55

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

WHEREAS, the Town Council of the Town of Apple Valley has established Personnel Policies and Procedures for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the Personnel Policies and Procedures for the Town of Apple Valley employees; and

WHEREAS, the Town council of the Town of Apple Valley wishes to modify the Employee Computer Purchase Program in Rule 4.12 of the Personnel Policies and Procedures.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The employee benefit plan amount as set forth in Rule 4.12, Employee Computer Purchase Program, III. Process, of the Personnel Policies and Procedures shall be amended as follows:

III. Process

The employee computer purchase program provides employees an opportunity to purchase a complete (processor, monitor, keyboard, printer, etc.) home computer system by making bi-weekly payments (interest free) through a payroll deduction. Systems can include desktop, laptop, and tablet computers as well as, a monitor and printer or any combination of these devices not to exceed a total of \$2500.00. Additionally, an employee may not purchase software or peripherals consistent with gaming or entertainment unless those devices or software are included as a component of a computer system package. Once an employee has completed probation or anytime thereafter, the employee may request a computer purchase of their choice through funds provided by the Town. The employee must submit the request to Information Systems Department, indicating the type of system they wish to purchase. The employee may also request assistance or advice from the Information Systems Department in selecting a system to purchase. After the employee selects the system they wish to purchase, the Information Systems Department will process a Computer Purchase Contract (Ref. Appendix A) to be signed by the employee and the Director of Finance.

Once the purchase has been approved and the contract is signed by the employee and the Director of Finance, the employee may make the purchase. The purchase can be made with either a check made out by the Town of Apple Valley for the exact amount of purchase, or with a Town credit card. Under no

circumstances will the Town provide funds for a purchase made by any other method other than the two methods mentioned above.

A copy of the contract will be provided for the employee and the Payroll department and the original contract filed in the employee's personnel file. Once the **Information Systems Department** receives the receipt for the computer equipment a copy of the invoice and the serial number document (Ref. Appendix B) shall be attached to the computer contract.

2. All resolutions, part of resolutions in conflict herewith are hereby amended to be consistent herewith.

Unless otherwise noted, the effective date of this Resolution shall be December 13, 2011.

PASSED, APPROVED AND ADOPTED THIS 13th DAY OF DECEMBER 2011.

Mayor

Attest:

Town Clerk