

DOWNERS GROVE SANITARY DISTRICT

Employee Computer Purchase Plan

In order to assist our employees who wish to gain or improve their computer literacy skills, the following program is being offered:

- 1) The District will reimburse you for the purchase of a personal computer and associated equipment, in an amount not to exceed \$1,560.00, during your period of employment with the District. You may purchase the equipment from any source.
- 2) Before you make your purchase, you should verify with the Administrative Services Director that the equipment being purchased is eligible for reimbursement. Some items may not be eligible, such as games or special software, joysticks or controllers, digital media players, gaming systems, etc. If you have an existing computer and desire to upgrade that existing system, consult the Administrative Services Director to determine what items would be eligible for reimbursement.
- 3) You will re-pay the District through payroll deduction, without interest, over a maximum of 52 pay periods (2 years). For those purchases that do not exceed \$780.00, the repayment period shall be no more than 26 pay periods (1 year). An Agreement for Payment For Computer Equipment and Payroll Deduction Plan is attached. You must sign and return this Agreement to the District before the reimbursement by the District will be made to you. You may have only one payroll deduction occurring at any time.
- 4) You will be required to provide sufficient documentation of the purchase, including items purchased and cost.

Please review the attached Agreement. If you are interested in participating in this program, and have any questions or need any additional information, please see the Administrative Services Director.

AGREEMENT FOR PAYMENT FOR COMPUTER EQUIPMENT
AND PAYROLL DEDUCTION PLAN

I, _____, do hereby agree to the following terms and conditions for payment to the District for computer equipment and authorization of a payroll deduction plan:

- 1) I authorize the District to deduct the amount of \$_____ from my paycheck for the period ending _____ and to deduct the amount of \$_____ from each of my paychecks thereafter until the total amount of \$_____ is paid in full.
- 2) If, for any reason, the net amount of my paycheck for any pay period, is insufficient to cover the amount of the payroll deduction due under this Agreement, I agree to pay the District within two days of the receipt of that paycheck, directly by cash, cashier's check or money order, the amount that would have been deducted under this Agreement.
- 3) If my employment with the District terminates for any reason, any balance due under this Agreement shall be withheld from my final paycheck. If the amount withheld from my final paycheck does not pay the total balance due in full, I will pay the District directly by cash, cashier's check or money order the remaining balance due within five days of my termination date.

At my option, upon termination and before receipt of my final paycheck, I may pay the District directly by cash, cashier's check or money order the remaining balance due under this Agreement.

- 4) If, for any reason, I fail to pay the total amount due under this Agreement, I understand that the District will proceed to collect the amount due and I shall be responsible for and agree to pay any and all costs of such collection, including attorney's fees.
- 5) I agree to hold harmless the District from and against any and all damages, losses, claims, demands, actions and causes of action whatsoever arising out of my purchase or use of the equipment or any of the terms and conditions of this Agreement.
- 6) This agreement shall be binding upon my successors and assigns.

I have read and understand this Agreement and expressly consent to all of the terms and conditions expressed above.

Agreed to this _____ day of _____, 20____.

Signature

Printed Name