

POLICY TITLE: EMPLOYEE PURCHASE PROGRAM

Employee Purchase Program

The Employee Purchase Program is a benefit provided by COSSA to current employees of COSSA. Through this program, employees may purchase computers or information technology devices from the vendors from which COSSA purchases these same items; or may pay for tuition at college or other training required by COSSA, the State Department of Education, or Idaho State Division of CTE. The purchase price or cost of tuition is recovered from the employee through payroll deduction; and must be recovered within the employee's current contract year. The benefit to the employee is an interest-free purchase, with payments spread over time. The products or services purchased through this program are intended for employee personal use.

Background

An employee purchase program provides employees a convenient way to access products and services on an interest-free basis through payroll deduction. COSSA is limited on the benefits package they can offer employees. As a voluntary benefit, COSSA can provide this benefit as a low- or no-cost addition to the employee benefits package. An employee purchase program gives COSSA a more competitive employee benefits package than can be offered through normal benefits.

Action

COSSA employees wishing to use the Employee Purchase Program will complete Appendix 5485-1, along with a normal COSSA supply requisition, for the computer/information technology device to be purchased. Appendix 5485-1 and the supply requisition will be processed through normal COSSA supply channels.

The employee's purchase must exceed \$120, and may not exceed \$2000.

LEGAL REFERENCE:

None

POLICY HISTORY:

Adopted: October 16, 2017
Originally issued as Policy 210. Revised and reissued as Policy 5485 on January 19, 2022.

