

Employee Deferred Payment Program Policy and Procedure Guideline

Purpose

- The purpose of the Employee Deferred Payment Program is to provide ASC employees with the opportunity to obtain computer hardware, software, and related technology items (“Computer”) through ASC’s Titan Shops.

Eligibility

- Full-Time and 30-Hour Employees after 6 months of employment with ASC.

Procedure

- Employee must obtain the EMPLOYEE DEFERRED PAYMENT AGREEMENT form (attached).
- Employee submits the form to the Human Resources department for eligibility verification.
- Human Resources will return the form to the employee.
- Employee delivers the form to Titan Shops and selects Computer.
- Titan Shops Associate will complete the form and process the sale.
- Titan Shops will forward the agreement form to the Human Resources department for repayment payroll deduction.

Program Guidelines

- No interest is charged during the deferment period.
- The deferred payment purchase(s) cannot exceed \$2,500.
- Only one deferred payment agreement is allowed until outstanding balance is paid in full.
- The repayment is divided over a maximum of 26 pay periods.
- Any outstanding balance must be paid in full within 10 days from the employee’s separation date (outstanding balance will be assessed 10% interest annually).