

4556.3 Reimbursement and Replacement of Employees Personal Property

Personal Property

The district may pay the cost of replacing or repairing property (excluding money, edible items or items identified as for personal use) of an employee to a maximum of two hundred fifty dollars (\$250) per occurrence when any such property is:

1. Damaged as a result of an intentional malicious act of a student or another employee of the district.
2. Stolen from the employee by robbery or theft while being used in the employee's performance of duties.
3. Damaged by arson, burglary or vandalism while being used in the employee's performance of duties.
4. Items identified as for personal use shall be specifically excluded from replacement or reimbursement. Such items include, but are not limited to, clothing, briefcases, purses, totes, eye glasses and all other items determined to be exclusively for personal use and not specifically required by an employee's supervisor for use in the performance of his/her duties.

Reimbursement for vehicle damage shall be limited to occurrences where the district has been determined to be a negligent contributor to the damage. Claimants are required to follow the procedures set forth in *Government Code* sections 910 and 911.

Reimbursement for loss or destruction of personal property shall be limited to the provisions of this policy.

Each claim by an employee will be judged on its individual merits.

Eligibility

The district will consider claims under section 6670 only when it has been demonstrated that the items were required by the employee's supervisor to be used in the performance of the duties as assigned.

The employee must submit and receive approval in writing from the site administrator for the property to be used in the line and scope of his/her duties. The site administrator's approval shall include:

1. The equipment description (name, brand, serial number, and any other identification);
2. The description of the use of the equipment or property for instructional purposes;
3. The estimated value of the equipment and/or property; and
4. The estimated period of time the equipment is expected to be on site.

The employee will take necessary measures to insure the safekeeping of the items.

Where the claim involves theft or vandalism of property, a report shall be made to the appropriate police agency and the report number shall be included in the claim.

Limits and Exclusions

Claims, other than those submitted in accordance with applicable *Government Code* sections, must be filed within ten (10) working days of the date of loss or damage.

4556.3 Reimbursement and Replacement of Employees Personal Property (continued)

Claim Limits

1. Payments shall not be made for any property having a value of less than twenty-five dollars (\$25) at the time of damage or theft nor shall any payment be made for repairs of less than twenty-five dollars (\$25). This limitation is to be applied to each item and not to be considered cumulative in nature. The maximum claim is limited to the lesser of two hundred fifty dollars (\$250) or the employee's insurance policy deductible.
2. All claims submitted may be subject to formal claims adjustment procedures as related to proof of purchase, depreciation and condition/age of item.
3. The employee will submit with the claim sufficient evidence to determine the value of said property including:
 - a. receipts.
 - b. appraisals.
 - c. estimates for repair or replace value documentation.

Board Approved:
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