

All Personnel

AR 4156.3(a)

4256.3

**REIMBURSEMENT FOR LOSS AND/OR DAMAGE OF PERSONAL
PROPERTY**

4356.3

Items Covered for Reimbursement

The Superintendent or his/her designee is authorized to pay for the cost of replacing personal property belonging to employees and authorized volunteers. Such property may include eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried by employees, or vehicles, when such items are damaged in the line of duty without fault of the employee or if such property is stolen from an employee by robbery or theft while the employee is in the line of duty.

No reimbursement shall be made for accidental damage or for any loss due to lack of personal supervision or failure to keep property in a secured area. Specifically excluded from this coverage are:

1. Cash;
2. Damage caused to a vehicle as a result of collision. Collision is defined as loss of property caused by striking or being struck by an object; and
3. Contents of a vehicle.

The district will reimburse employees for the loss, destruction, or damage by arson, burglary, or vandalism of personal property used in the schools or offices when such equipment is necessary in order to fulfill job requirements and subject to the following conditions:

- If the items are damaged beyond repair, or stolen, the actual cash value of the items will be paid. The definition of “actual cash value” is the sum of money required at the time of a loss to replace the property destroyed, less depreciation for previous use.

Administrators are encouraged to make every effort to release appropriate employees in order to reconstruct “teacher-made” materials without causing additional cost to the district and without disrupting the educational program of students.

Payment

Payment shall be based on the following:

1. In no case shall payment be made for less than \$10. The maximum payment for any one loss shall not exceed \$350, except in the case of vehicles where the maximum payment shall not exceed \$600.
2. In no case shall the reimbursement exceed the difference between the personal insurance funds collected and the actual cash value, or the cost to repair.

REIMBURSEMENT FOR LOSS AND/OR DAMAGE OF PERSONAL PROPERTY (continued)

Pre-requisites for Reimbursement

Reimbursement for loss, destruction, or damage by arson, burglary, or vandalism of personal property used in the line of duty will be provided only when prior approval for the use of the personal property was given before the property was brought on to the premises of the school or office, and when the value of the property has been mutually agreed upon by the person bringing in the property and the administrator in charge.

All personal property shall be listed on employees Personal Property Inventory, Form 4121/4122-2009 (Exhibit 4156.3). An original form must be submitted to the Department of Risk Management at the beginning of each school year in order for any claim to be considered for reimbursement purposes.

Vehicles

Reimbursement for vehicle damage shall be limited to payment for damages resulting from malicious acts of others or student-caused damage while a vehicle is being used on authorized school business or while parked or driven:

1. On district property;
2. Adjacent to school or other district premises; or
3. On the site of authorized school district activities

Process for Filing a Claim

1. Claim Form 4123-2009 (Exhibit 4156.3) for loss and/or damage of personal property shall be filed by the claimant with the Department of Risk Management within 45 days of the date of loss and shall be signed by the employee's immediate supervisor, principal, or department head. The Department of Risk Management shall conduct such investigation as may be necessary.

2. Where the claim involves a vehicle, or theft of personal property:

A report shall be made to the police and the report number and/or copy of the police report shall be provided to the. The cost for a copy of the police report shall be at the employee's expense.

3. When damage to a vehicle has occurred:

REIMBURSEMENT FOR LOSS AND/OR DAMAGE OF PERSONAL PROPERTY
(continued)

- a. Two estimates of repair cost shall accompany the claim; and
 - b. and deductible shall accompany the submission of the claim.
4. The employee shall also provide the district with a copy of any insurance claim related to the loss.
5. The employee must also assign to the district the right of subrogation to the extent of any payment made by the district.
6. After receipt of the statement of claim, police report, and proof of loss, the amount due relating to the claim will be submitted to the Department of Risk Management for review. If the claim is payable under the auspices of this regulation, payment will be made within 30 days after approval.