

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASSIFICATION: Business and Non-
Instructional

REGULATION: 3532.1

SUBJECT: Reimbursement for Loss and/or Damage
of Personal Property

ADOPTED: March 9, 1995

RESPONSIBLE OFFICE: Fiscal Services

REVISED: 2000

REFERENCE: Policy 3532

NEXT REVIEW: 2004

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I. Items Covered for Reimbursement

The superintendent or his/her designee is authorized to pay for the cost of repairing or 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:

- A. cash;
- B. damages 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
- C. 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.

Principals 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 children.

II. Payment

Payment shall be based on the following:

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.

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.

III. 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 4121-2000 (Exhibit I). An original form must be submitted to the Department of Fiscal Services at the beginning of each school year in order for any claim to be considered for reimbursement purposes.

IV. 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:

- A. on district property;
- B. adjacent to school or other district premises; or
- C. on the site of authorized school district activities.

V. Process for Filing a Claim

- A. Claim Form 4123-2000 (Exhibit 2) for loss and/or damage of personal property shall be filed by the claimant with the Department of Fiscal Services 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 Fiscal Services shall conduct such investigation as may be necessary.

- B. Where the claim involves a vehicle, or theft of property:

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

- C. When damage to a vehicle has occurred:

1. two estimates of repair cost shall accompany the claim; and
 2. a copy of the employees insurance policy declarations page, stating the coverage amounts and deductible shall accompany the submission of the claim.
- D. The employee shall also provide the district with a copy of any insurance claim related to this loss.
- E. The employee must also assign to the district the right of subrogation to the extent of any payment made by the district.
- F. 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 Chief Finance Officer for his review. If the claim is payable under the auspices of this regulation, payment will be made within 30 days after approval.

SWEETWATER UNION HIGH SCHOOL DISTRICT EXHIBIT 1

CLAIM FOR REIMBURSEMENT FOR DAMAGE TO EMPLOYEE'S PERSONAL PROPERTY
(CLAIM MUST BE SUBMITTED WITHIN 45 DAYS OF INCIDENT - See Reg. 3532.1 & Union Contract for specifications regarding items covered for reimbursement.)

To be completed by employee for losses in excess of \$10. (Attach separate sheet if necessary.)

Employee's Name _____ SS# _____ Residence Phone _____
Home Address _____ City _____ Zip _____
Assignment Location _____ Job Title _____ Date of Incident _____
School/location at which incident occurred _____

LOSS OR DAMAGE TO AUTO: Maximum payment: \$600 Amount of Claim \$ _____ Make of Car _____ Year _____ License No. _____ Motor No. _____ Registered Owner _____ Police Report No. _____ 1. State the nature of the damage 2. Attach <u>two</u> repair estimates 3. Copy of insurance policy, and 4. Copy of police report. _____ _____ _____

LOSS OR DAMAGE TO OTHER PERSONAL PROPERTY: Maximum payment: \$350 Police Report No. _____ Repair or replacement cost \$ _____ Amount of Claim \$ _____ Item damaged _____ 1. State the nature of the damage 2. Attach bill 3. Copy of insurance policy, and 4. Copy of police report. _____ _____ _____

I certify the above information to be true to the best of my knowledge, and I assign to the Sweetwater Union High School District the right of subrogation to the extent of any payment made by the district.

Employee's Signature _____ Date _____

TO BE COMPLETED BY PRINCIPAL OR DEPARTMENT HEAD:

I certify that the information set forth above is correct to the best of my knowledge. **I HAD GIVEN APPROVAL FOR THE USE OF THE PERSONAL PROPERTY IN THE SCHOOL OR OFFICE BEFORE THE PROPERTY WAS BROUGHT TO THE SCHOOL/OFFICE.** This is a valid claim against the district under provisions and conditions outlined in Sweetwater Union High School District Regulation 3532.2 and union contracts with certificated and classified employees.

_____ Date _____

Principal/Department Head

TO BE COMPLETED BY FISCAL SERVICES: Budget or Pseudo No. _____ Approved for Payment _____ Date _____ Amount _____ Chief Finance Officer
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Distribution: WHITE - Fiscal Services
CANARY - Accounting
PINK - School/Department
GOLDENROD - Employee

