

**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
**REGISTRATION OF PERSONAL PROPERTY**  
**FOR USE IN THE INSTRUCTIONAL PROGRAM**  
**(MDEA Unit Members Only)**

**Coverage for Personal Property**

MDEA unit members shall be reimbursed for loss or damage to personal property occurring in the scope of employment of the unit member under the following conditions:

- A. The loss or damage occurs through no fault of the unit member.
- B. Payment is subject to a \$10.00 deductible per occurrence.
- C. The maximum reimbursement for any one loss shall not exceed \$200.00 except for articles of personal clothing when the maximum for any one loss shall be \$400.00
- D. The deductible provision does not apply to damages to the clothing of a unit member arising from an assault upon the unit member.
- E. If a unit member files a claim for loss or damage to personally-owned equipment or teaching materials which have been brought to school, reimbursement for these articles shall be allowed under the terms of this contract provided that:
  - 1. Such articles are for use in the instructional program.
  - 2. Prior written approval for use of such articles at school is obtained the school administrator.
  - 3. The value of such articles is agreed upon by the unit member and the site administrator prior to its use at school and is recorded in writing.
- F. In case of loss, please send a copy of this approved form with an explanation letter to the Risk Management Office, Dent Center. The letter must include a signed acknowledgment by the site administrator.

**Certification of MDEA Unit Member**

I certify that the following personally-owned equipment and/or teaching materials are for use in the instructional program:

| Type or Kind | Model and/or Make | Serial No. and/or Model | Age of Property | Original Purchase Price | Value Agreed Upon |
|--------------|-------------------|-------------------------|-----------------|-------------------------|-------------------|
|              |                   |                         |                 |                         |                   |
|              |                   |                         |                 |                         |                   |
|              |                   |                         |                 |                         |                   |

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
MDEA Unit Member Signature

\_\_\_\_\_  
Date

**Certification of Site Administrator**

The foregoing personal property has been examined by me and the value has been agreed upon with the named employee.

\_\_\_\_\_  
School Site

\_\_\_\_\_  
Site Administrator Signature

\_\_\_\_\_  
Date

**Destruction of Tires:** In addition to the above, destruction of tires which occurs while the unit member's car is parked in a district parking lot shall be reimbursed up to the unit member's deductible up to \$150 per tire, to a total maximum of \$500. In order to receive this reimbursement, the unit member must immediately report the damage to a site administrator and file a police report. A district parking lot includes parking which is in close proximity to a school or the district office. This section is in effect when school is in session and during afternoon or evening periods when teachers are on site for work-related meetings or activities. Any and all overnight parking is excluded—even overnight parking for a school-related activity.

|                            |
|----------------------------|
| White – Site Administrator |
| Canary – MDEA Unit Member  |
| Pink – Risk Management     |