

RESPONSIBILITY FOR PRIVATELY OWNED PROPERTY: 6540P

In accordance with RCW 28A.400.370, Federal Way Public Schools will provide liability insurance and personal property insurance for employees “while engaged in the maintenance of order and discipline and the protection of school personnel and students and the property thereof.” The District will also provide insurance protection for staff that suffer loss or damage of their property due to theft or violence against the employee, or employee’s property that is required for the job.

The District shall assume the right of recovery for damages incurred by employees against the person/s causing the loss or damage. The employee shall cooperate to assist the District in enforcement of its rights.

Scope of Coverage:

The District shall reimburse the employee up to but not exceeding the amount of their personal insurance deductible. The maximum amount reimbursed per claim shall be \$500.00.

Exclusions:

The District shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the Superintendent or designee. Evidence of loss or damage must show that the loss was not due to any negligence or fault of the employee. The following guidelines shall apply:

- 1) Leaving items of obvious value at the site over a weekend or vacation period should be avoided.
- 2) District employees are discouraged from loaning their personal equipment to students. However, any employee who loans personal equipment (e.g. musical instruments, cameras, computers, etc.) to students for use on or off campus, may not charge the student a rental fee, either for the District or themselves, and may not use District forms or other District resources in conjunction with the loan. Staff loan their personal equipment at their own risk and do so outside of their job description with the District.
- 3) If any personal property on loan to a student is lost, stolen or damaged by either the student or the employee, whether on campus or off, the District claims no responsibility or liability for the replacement or repair.
- 4) The District shall not reimburse for loss of money or negotiable instruments (e.g. credit or debit cards, gift certificates).
- 5) The District shall only reimburse employees for damage due to theft, criminal activity or vandalism done to their vehicles up to their deductible. No reimbursement shall be made for contents of vehicles. Vehicles left on the District premises outside of scope of the employee’s normal workday are not covered.

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Filing a Claim:

- 1) In the event of suspected vandalism, theft, or other criminal activity, immediately notify District Security Dispatch. Security Dispatch will identify if the police should be notified for the purpose of generating a police report and/or further investigation.
- 2) District Security will investigate the incident and file a report when contacted during regular work hours. District Security will take pictures of the incident scene to establish damages on District property. Notification of a loss must be reported within twenty-four hours of the incident. Failure to notify District Security in a timely manner is grounds for denial of the claim.
- 3) Claims for loss must be filed within five working days of the incident.
- 4) Complete **Employee Personal Property Damage/Loss Claim Form** (Intranet form #114),
 - a) Attach a copy of the police and/or security reports. Contact District Security to receive assistance in obtaining a copy of the report/s.
 - b) Include documentation of the repair or actual cash value and age of the property claimed.
 - c) If documentation is not available, a notarized statement as to value and age of the property shall be submitted.
 - d) Include documentation of the dollar amount of your insurance deductible from your insurance company.
- 5) Submit completed information package to Risk Management Department for review.