

PERSONNEL

ADMINISTRATIVE REGULATION – EMPLOYEE PROPERTY REIMBURSEMENT

AR 4156.3

Loss of Property Through Use of County Education Office Facilities

Reimbursement for the theft, destruction, or damage by arson, burglary or vandalism of personal property used in the facilities of the County Superintendent of Schools for activities conducted by the County Education Office shall be made only when prior approval for use of the facility was given, and after the value of the damaged or stolen property is agreed upon by the owner of the property and the County Superintendent or designee. This determination of value will take place only after the theft, destruction, or damage of the property, and will reflect depreciation based on the age of the article in question.

Written reports of loss of personal property shall be made to the County Superintendent or designee within thirty (30) days following such occurrence.

The County Education Office shall assume reimbursement responsibility only for amounts not covered by other means of reimbursement. Reimbursement of losses shall be limited to One Thousand Dollars (\$1,000) per occurrence.

Loss of Property of Employees of County Education Office

Reimbursement for the theft, destruction, or damage by arson, burglary or vandalism of personal property used in the facilities of the County Superintendent of Schools for activities conducted by the County Education Office or while the employee is in the line of duty, shall be made only after the value of the damaged or stolen property is agreed upon by the owner of the property and the County Superintendent or designee. This determination of value will take place only after the theft, destruction, or damage of the property, and will reflect depreciation based on the age of the article in question. In the event that recovery of a stolen article is made after payment has been made, either payment may be returned or the recovered article shall become the property of the County Education Office.

Written reports of loss of personal property by employees shall be made within thirty (30) days following such occurrence to the County Superintendent or designee.

Reimbursement of employee losses shall be limited to One Thousand Dollars (\$1,000) per occurrence.

APPROVED BY COUNTY SUPERINTENDENT:
REVISED:

June 7, 1979
May 7, 1992
April 7, 1994
June 15, 2004