

### **REIMBURSEMENT FOR DAMAGED PERSONAL PROPERTY**

Noncertified employees may be reimbursed for personal property damaged by the students and not through the employee's negligence, in accordance with the following schedule:

1. Eyeglasses may be reimbursed up to \$500.00
  2. Watches may be reimbursed up to \$50.00
  3. Clothes may be reimbursed up to \$75.00.
- A. The total reimbursement for all noncertified employees shall not exceed \$2,000 in any one fiscal year. However, an employee who is denied reimbursement on the basis that the \$2,000 limit has been met in a particular fiscal year, may refile his/her claim in the next fiscal year. All damaged property claims must be made to the Executive Director or his/her designee within five (5) business days of the incident giving rise to the claim. The claim must be in writing. At a minimum, LEARN will require a brief description of the incident, a brief description of the property as well as the original cost, original receipts or current prices of the same or comparable items, and the original date that the article are purchased.

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Revised: May 8, 2008  
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