

## STAFF PROPERTY PROTECTION

The Board will give support including legal and other assistance to employees while acting in the discharge of duties to the extent of the Board's insurance. The Superintendent will establish a procedure to be followed in the event of a loss or damage to personal effects. The employee shall provide satisfactory documentation to substantiate the value of any loss for which reimbursement is claimed.

### Damage of Personal Effects

It is recognized that, on occasion, a teacher or other staff member may find it desirable, if not necessary, to take to his/her assigned building(s) certain personal items to assist them in effectively fulfilling their job responsibilities. Whenever this occurs, the employee must recognize the fact that said item(s) may be damaged, destroyed, or stolen.

Staff members are discouraged from bringing personal items to school. However, if a person desires to do so, he/she must obtain permission from his/her immediate supervisor, stating his/her reason(s), how the item(s) will be used to improve their proficiency when she/he wishes to bring the item(s) to work, and indicate approximately how long the item(s) will remain at his/her assigned facility.

While on school property, the employee's personal item is to be secured in a locked environment when not in use. Primary responsibility for this shall be that of the employee himself/herself.

If such item(s) are subsequently damaged, destroyed, or stolen, the following steps are to be followed:

1. The supervisor shall be notified immediately.
2. An investigation is to occur.
3. If identified, disciplinary action is to be taken against the responsible person(s) including appropriate action by local/state police.
4. Estimates (multiple, if possible) are to be obtained for repairing the item(s), if feasible. If the item(s) cannot be repaired or if it was stolen, the employee shall be reimbursed at reasonable current value for said item(s).
5. Appropriate documentation for reimbursement shall be submitted to the employee's supervisor, with copies to the Director of Business, in a timely manner. Documents should include estimates, possibly a police report, description of pertinent circumstances resulting in the loss, and any other supportive documentation that may be available.
6. Within 60 days the employee shall be reimbursed for the loss.

Adopted 2/27/89

Revised 10/22/99, 12/14/99, 3/23/15, 6/22/20, 10/14/24