

Liberty Union High School District

Board Policy

Classification:	Personnel	Policy No.	BP4156.3/4256.3/4356.3
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Subject:	Employee Property Reimbursement	Effective	11-20-91
		Revised	8/12/15

Reimbursement or repair of employee personal property shall be considered and rendered within the limits and conditions prescribed by the District's insurance coverage and negotiated employment agreements.

No reimbursement shall be made for accidental damage or for any loss due to lack of personal supervision or failure to keep property in a secured area.

The maximum payment shall be the amount specified by the district's insurance carrier for such loss or the amount specified in the applicable collective bargaining agreement, whichever is less.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism and Graffiti)

Reimbursement for personal items used for work-related purposes shall be made only if: (Education Code 35213)

1. Use of the personal property was approved by the principal, site supervisor or designee before the property was brought to school or district premises
2. At that time, the employee and district representative agreed on the value of the property. Personnel must complete and have approved a "Certification of Personal Property" for any item \$50.00 or over in value to be covered for possible reimbursement.
3. A reimbursement claim for damage to or loss of personal property shall be filed by the employee with the business office, on forms provided by the district, within 10 days of the date of loss and shall be signed by the employee's immediate supervisor, principal, or department head. The business office shall conduct such investigation as may be necessary.
4. Where the claim involves a vehicle or theft of property, a report shall be made to the police and a copy of the police report shall be provided at employee's expense at the time the statement of claim is submitted. If damage is to a vehicle, two (2) estimates of repair cost shall be provided.
5. The employee shall also file a claim for damage or loss with his/her personal insurance carrier, if any, with a copy of said insurance claim provided for the district. Upon settlement of the claim by the employee's personal insurance carrier, a copy of the proof of loss must be submitted to the business office. The employee must assign to the district the right to subrogation to the extent of any payment made by the district.
6. After receipt of the statement claim, police report, personal insurance claim and proof of loss or damage to personal property shall be reviewed by the Superintendent or designee. If the balance due on any such claim is approved by the Superintendent or designee, a claim will be filed with the district's insurance carrier.

Legal Reference:

EDUCATION CODE

35213 Reimbursement for loss, destruction or damage of personal property

48904 Liability of parent/guardian for willful misconduct; withholding of grades, diplomas and transcripts

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CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

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