

Personnel

EMPLOYEE PROPERTY REIMBURSEMENT

Students, employees and PTA organizations shall, in proper cases, be reimbursed for the repair and/or replacement of personal property which is damaged or taken as a result of a reported act of vandalism, fire, theft or other natural causes without fault of the student, employee or organization. This reimbursement shall be limited by the following criteria:

1. This policy is not intended to cover each individual item, labor or aesthetic value.
2. This policy will apply to items or sets of items which have an individual value of \$25 or more.
3. A \$50 deductible clause will be applied to each loss.
4. The damage or loss must occur while the item of property is actually housed in a district facility excluding such areas as vehicles and outside lockers (i.e., entry must be made into a building or room where the property was located).
5. The property shall have been properly recorded in the 3 x 5 propertycard file to be maintained at the main office of each district facility.
6. The property must be in the district facility for the purpose of use in the educational processor or in the performance of the students' or employees' studies or duties.

The 3 x 5 property card file which is to be maintained in the district facility's main office will contain the following information regarding property valued in excess of \$25 which is to be housed in a facility for a period exceeding the current school day:

1. The name of the item.
2. The manufacturer or publisher.
3. The serial number of the item, if applicable.
4. The identifying characteristics: color, size, initials, etc.
5. The approximate value of the item.
6. The approximate age of the item, if known.
7. The approximate length of stay.

The determination whether an item is to be in a facility for the purpose of use in the educational process will be the responsibility of the principal at a school site or the Assistant Superintendent, Business Services, in the case of other district facilities such as the administration buildings.

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This determination is subject to appeal to the Superintendent's Cabinet and, ultimately, then to the Governing Board.

The determination of the Board will be final in all cases, and no other avenues of appeal will be available.

Any money received in reimbursement from the person or persons responsible as individuals or through an insurance carrier will be deposited in the district funds.

However, should the \$50 deductible be also recovered, that shall be paid to the individual suffering the loss.

In the event of loss, substantiating documents must be presented to the insurance broker to establish depreciated value.

Legal Reference:

EDUCATION CODE

35213 Reimbursement for loss, destruction or damage of personal property

Policy Adopted: July 5, 1990

WESTMINSTER SCHOOL DISTRICT
Westminster, California