

Merced City Schools CA - 444 W. 23rd St. Merced, California 95340 | (209) 385-6600

Policy: BP 3321

Section: 3000 Business and Noninstructional Operations

Replacing or Repairing Employee Property: Classified, Management, Confidential Staff

REPLACING OR REPAIRING EMPLOYEE PROPERTY: CLASSIFIED, MANAGEMENT, CONFIDENTIAL STAFF

Protection of Employees' Property

The district may repair or replace personal property of an employee such as eyeglasses, hearing aids, dentures, watches, articles of clothing necessarily worn or carried by the employee when such property is damaged while in the line of duty without the fault or negligence of the employee. This district may pay the repair cost or the actual value of the item at the time of the damage occurred (less the amount of any insurance reimbursement), whichever is less. Any such district payment shall be limited to damages or values exceeding \$10, but not in the excess of \$150 per occurrence. Collision, theft of a vehicle or contents, and damage to a vehicle resulting from actual theft are specifically excluded from coverage by this policy.

In the event a payment is made under this policy, the district will, to the extent of such payments, be subrogated to any right of the employee to recover compensation for such damaged property. The district will be entitled to enforce its subrogation right in any court of competent jurisdiction.

Reimbursement for Loss, Destruction, or Damage to Employees' Personal Property

The district may reimburse any employee for the loss, destruction, or damage by arson, burglary, or vandalism of personal property used for the performance of assigned work on district property and not reimbursed by insurance. No reimbursement shall be made for the replacement or repair of any item(s) having a combined value of less than \$15 at the time of the incident.

Reimbursement of personal property used in the work place shall be made only when the following two conditions have been met:

1. The site administrator/immediate supervisor or designee has given written approval for the use of personal property within the performance of assigned work prior to bringing the item(s) to the workplace
2. The condition and value of the item(s) was agreed to by the employee bringing the item(s) and the site administrator/immediate supervisor or designee at the time written approval is given

Insurance carried by the employee on his/her personal property shall be considered primary, and this policy shall be contributory thereto.

Liability Disclaimer

The district does not assume liability for loss or damage to any vehicle or its contents when parked in any district parking lot.

Adoption Date: **September 23, 2008**
