

RANCHO SANTA FE SCHOOL DISTRICT

Board Policies Covering All Employees

Board Policy No. 4014: REPLACING OR REPAIRING EMPLOYEES' PROPERTY

- A. Reimbursement to employees for any verified loss, damage or destruction of personal property suffered while performing services for the District shall be made only if the value is more than \$25.00 and there is no fault on behalf of the employee. The maximum reimbursement for any one item shall be \$125.00. The maximum reimbursement for any vehicle damage shall be \$500.00. Reimbursement for vehicle damage is strictly limited to damage to a vehicle incurred during actual use when an employee is required to utilize their personally owned vehicle on District business other than to go to and from work. The total reimbursement for all loss, damage or destruction of personal property for each employee and/or each incidents under this Policy shall not exceed \$2,000,000.00 in any fiscal year.
- B. A written request for reimbursement must be filed with the Superintendent by the employee within twenty (20) regularly scheduled workdays following the incident. The Superintendent or designee shall conduct such investigation as may be necessary. The burden of proof in all cases is with the employee seeking reimbursement.
- C. Reimbursement for verified loss, damage or destruction of personal property suffered while performing services for the District is provided only when written approval for the use of the personal property was given by the Superintendent before a use while performing services for the District. Exception to such prior approval shall be damage to personally owned vehicles limited to that specified in paragraph A above, eyeglasses, hearing aids, dentures, watches or articles of clothing necessarily worn or carried by the employee. The employee must take reasonable steps to protect all personal property. The Superintendent may cancel the approval at any time upon written notice to the employee.
- D. If an employee receives any payment from an insurance carrier for any loss, damage or destruction for which the District gave reimbursement, the employee shall repay the District if such payment from an insurance carrier covers the same loss, damage or destruction covered by the District. The District shall, in addition, have all rights of subrogation, and the employee shall execute all assignments and other documents and cooperate and perform all other acts as required by the District in pursuing such rights of subrogation.
- E. This Policy should not be construed as a restriction regarding an employee bringing personal property on District property at the employee's own risk subject to the other provisions in this Board Policy.

- F. The District will reimburse for the actual value of the lost, damaged or destroyed personal property subject to the other provisions of this Policy. Reimbursement may be made on the basis of repair cost, if economical, feasible and not greater than the actual value.

Legal Reference:

Education Code sections 35213, 35214

Date Policy Adopted By The Board: September 6, 1990

Date Policy Reviewed By The Board: January 13, 2005; May 17, 2007;

Date Policy Revised By The Board: December 11, 2008, August 12, 2021