



Revised: 02/2026

LOSS OR DAMAGE TO PERSONAL PROPERTY

According to the JFT and JPS Collective Bargaining Agreement dated May 7, 2025, Article XV states "A **teacher** who suffers damage to his/her clothing (including eyeglasses) and/or to his/her automobile if such damage occurs during the performance of his/her duties and where such damage is in no way attributed to or occasioned by the negligence of the affected teacher, shall be reimbursed in the full amount of uninsured losses not to exceed five hundred dollars (\$500.00). Claims for reimbursement shall be submitted within ninety (90) days of the occurrence with all losses fully documented."

Employee Name	_____	Employee ID #	_____
Employee Title	_____	Today's Date	_____
Location of Incident	_____	Incident Date	_____
Estimate of Cost	_____		
Description of Incident	_____		

This completed form along with the following items must be submitted, at once, via email to **Michelle.Meerman@jpschools.org**. If approved, you will receive payment via direct deposit to the same account as your payroll check.

1. Copy of School Accident/Incident Report
2. Police Report
3. Copy of insurance coverage
4. Copy of receipt of purchase of item lost or damaged repairs

Employee Signature	_____	Date	_____
Chief Financial Officer Signature	_____	Date	_____

Internal Purposes Only:

Key _____ Object _____