

## Personnel

### EMPLOYEE PROPERTY REIMBURSEMENT

BP 4156.3  
4256.3  
4356.3

To the extent that the full cost of repair or replacement is not covered by another source, such as an employee's private insurance, the Governing Board authorizes the Superintendent or designee to pay the remaining cost of replacing or repairing employee personal property, except cash, which has been stolen or intentionally destroyed or damaged while being used for work-related purposes.

The Board may establish a maximum value of reimbursement which shall be paid. (Education Code 35213)

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.

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

---

#### *Policy Reference Disclaimer:*

*These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

#### **State**

Civ. Code 1714.1

Ed. Code 35213

Ed. Code 48904

#### **Management Resources**

#### **Description**

[Liability of parent/guardian for act of willful misconduct by a minor](#)

[Reimbursement for loss or damage of personal property](#)

[Liability of parent/guardian](#)

#### **Description**

**Personnel**

**EMPLOYEE PROPERTY REIMBURSEMENT**

**BP 4156.3  
4256.3  
4356.3**

Website

[CSBA District and County Office of Education Legal Services](#)

**Cross References**

**Policy**

**Description**

1313

[Civility](#)

3512

[Equipment](#)

3512-E(1)

[Equipment](#)

3513.1

[Cellular Phone Reimbursement](#)

3515.4

[Recovery For Property Loss Or Damage](#)

3515.4

[Recovery For Property Loss Or Damage](#)

3530

[Risk Management/ Insurance](#)

3530

[Risk Management/ Insurance](#)

4113.5

[Working Remotely](#)

4158

[Employee Security](#)

4158

[Employee Security](#)

4213.5

[Working Remotely](#)

4258

[Employee Security](#)

4258

[Employee Security](#)

4313.5

[Working Remotely](#)

4358

[Employee Security](#)

4358

[Employee Security](#)

5131.5

[Vandalism And Graffiti](#)

**Policy**

**PASADENA UNIFIED SCHOOL DISTRICT**

**Adopted:** September 26, 1995

Pasadena, California

**Reviewed:** 05/22/2014; 03/26/2026;