

REIMBURSEMENT FOR DAMAGED PERSONAL PROPERTY

All noncertified employees may be eligible for reimbursement for personal property damaged by students, provided the damage did not result from employee negligence.

Reimbursement shall be subject to the following limits:

1. Eyeglasses: up to \$500.00
2. Watches: up to \$50.00
3. Clothing: up to \$75.00.

The total reimbursement shall not exceed \$2,000 in any fiscal year.

Employees must submit a claim within five (5) business days of the incident using the [designated online reimbursement form](#). Claims must include:

- A description of the incident
- A description of the damaged property
- Documentation of the original cost and date of purchase or receipts for repair or replacement, or documentation of comparable current pricing

Claims will be reviewed by the Executive Director or designee. Approval and reimbursement amounts will be determined based on the submitted documentation and in accordance with this policy.

If the annual reimbursement limit has been reached, employees may resubmit their claim for consideration in the next fiscal year.

LEARN reserves the right to request additional documentation as needed to process a claim.

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