

# ADMINISTRATIVE REGULATIONS

TITLE: DAMAGE TO PERSONAL PROPERTY  
CATEGORY: FACILITIES  
NUMBER: 4030

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## I. Rationale:

Items essential to the performance of an employee's duties shall be provided by the School District from public funds except where tradition is to the contrary.

Where an employee feels it necessary or desirable to use personal property, the school district will indemnify for loss or damages.

## II. Procedure:

Reimbursement will take place under the following provisions:

- A. The use of personal owned professional materials must have been approved in advance by the principal or appropriate district administrator.
- B. The district shall reimburse an employee to a maximum of \$150 for loss, damage, or personal insurance deductible to personally owned professional material used for instructional purposes, provided that:
  1. The loss or damage is not the result of negligence on the part of the employee claiming compensation,
  2. The claim for loss or damage exceeds ten dollars;
  3. If applicable, a copy of the claim approval from their insurance carrier shall be provided to the employer.
- C. If an employee's property becomes damaged or lost, the principal or district administrator shall be informed immediately the damage or loss is detected.
- D. Employees may make a claim in writing to the Secretary-Treasurer, indicating the value of the item(s). Copies of any documents supporting the claim should be included. A copy of the written claim must also be provided to the principal or district administrator.
- E. The use of personal professional materials with a value in excess of \$150 must have prior approval by the Secretary-Treasurer.

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F.       Employee vehicles are not covered by this regulation, except as provided by School Protections Program coverage or as defined by a collective agreement.

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**References:**