

ALL PERSONNEL

Reimbursement, Loss of Personal Property

Employees are not encouraged to bring personal property or materials to the classrooms or other work-stations. Responsibility for loss or destruction of such property is not assumed by the County Office except as noted below and in the negotiated employment contracts.

Management/Confidential Personnel

When personal property of the employee is damaged in the line of duty without fault of the employee, or is stolen from the employee while the employee is in the line of duty, payment of the cost of replacing or repairing such property may be provided on a case by case basis.

If the property is not fully covered by insurance, payment of the difference between the insurance settlement and actual value or cost of repairing may be provided on a case by case basis.

Employees may be reimbursed up to \$500 for payment of damaged or stolen property.

As a condition for reimbursement, employees must file a claim with the business office within sixty (60) calendar days after the property is damaged or stolen.

Legal Reference:

EDUCATION CODE

1273 Reimbursement for theft, destruction or damage of property

35213 Reimbursement for loss, destruction or damage of personal property