

NONINSTRUCTIONAL OPERATIONSPrivately-Owned Property

The district shall not make reimbursement for loss or damage to a staff member's personal equipment or material brought to school unless evidence can be shown that it was necessary or highly desirable for use in the school program. Evidence of loss or damage must show that the loss was not due to any negligence or fault of the staff member. The following guidelines shall apply:

- A. Leaving items of obvious value at the school over a weekend or vacation period should be avoided.
- B. The district shall not reimburse for loss of money or personal effects.
- C. The use of personal equipment for instructional purposes must have the prior approval of the principal or supervisor.
- D. The staff member must verify that no personal insurance coverage is applicable to the loss or damage.
- E. Claims for loss must be filed within 5 days after the damage or loss. Claimants must attest to a notary public as to the nature of the loss and the value of the item.
- F. Proper documentation shall accompany the requisition for reimbursement.

Privately-owned Property

Some staff members find it necessary to bring their own tools and/or equipment to their station in order to carry out the responsibilities of their job. This personal property could be damaged or lost on the job. The responsibility for repair or replacement of the equipment and/or tools can become "cloudy". Therefore, this policy provides protection to the employee for loss or damage to equipment and/or tools when the employer authorizes the employee to bring such equipment and/or tools to the work station.

The provision for replacement or repair of damaged or lost equipment is included in some labor agreements.