Personnel

**Employee Property Reimbursement**

The Governing Board authorizes the Superintendent or designee to pay the 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.

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.

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.

Legal Reference:

EDUCATION CODE
35213 Reimbursement for loss, destruction or damage of personal property
48904 Liability of parent/guardian for willful misconduct; withholding of grades, diplomas and transcripts
CIVIL CODE
1714.1 Liability of parent or guardian for act of willful misconduct by a minor

Adopted: 7/15/09
Authorization to Use Personal Property on School Grounds

Description of Personal Property: __________________________________________

_____________________________________________________________________

_____________________________________________________________________

Reason Needed: _______________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Value of Property: ____________________________________________________

Date(s) of Use: _______________________________________________________

_____________________________________________________________________

I understand that this authorization only allows me to have the personal property listed above on school grounds until June 30th of the current fiscal year. I understand that a new authorization form must be filled out and approved if I wish to use this equipment on school grounds next year.

Employee Signature: ________________________________ Date: ______________

Administrator Signature: ______________________________ Date: ___________

Original to be obtained at work site Copy to Requestor