REIMBURSEMENT OF DAMAGED ARTICLES

A. INTRODUCTION

These guidelines and procedures govern the reimbursement of employees and other authorized persons for personal property destroyed or damaged as a result of direct student contact.

B. PERSONS COVERED

1. Those eligible for reimbursement include:
   
a. Employees of the district who work with students and/or whose personal property is exposed to student contact in the course of their employment.
   
b. Other authorized persons are unpaid persons who are authorized to work with students. Examples are student teachers or interns, foster grandparents, and volunteers.

C. PROPERTY COVERED

1. There is an underlying assumption inherent with each of these; that the items are appropriate to the nature of the work.
   
a. Clothing should be appropriate to the task. Where there is an element of risk involved, it should not be unduly expensive or delicate.
   
b. In the same circumstances, jewelry should be limited to necessary items, such as a wristwatch. Expensive or delicate items should not be worn.
   
c. Eyeglasses and other necessary items, such as hearing aids, dentures, or prosthetic appliances are covered.
2. Personal property is covered if authorized in advance to be in the work place by the program supervisor. Such property must be necessary to supplement the instructional program and not be available from district sources, such as the instructional materials center, or purchasable from budgeted program funds.

D. LIMITS OF VALUE AND LIABILITY

1. The liability of the district is limited to the cost of repairing the damaged item, or, if it is damaged beyond repair or destroyed, to the cost of replacing it with a like item of equal value. The aggregate value of any and all items damaged or destroyed will not be reimbursed to an amount more than fifty dollars ($50) per occurrence, except with the approval of the superintendent in unusual circumstances.

2. No claim will be accepted for inconvenience, loss of use, or other consequential damages.

3. Claims will be accepted only for loss or damage occurring on school premise and during school hours or at scheduled school activities.

4. No claim will be received for items valued at less than five dollars ($5.00).

5. No claim will be received for items covered under any insurance policy.

E. CLAIMS PROCEDURES

1. The following procedures are to be followed in filing claims:

   a. The loss is to be reported to the program supervisor promptly, the day of the loss if possible.

   b. All claims are to be in writing on forms provided by the human resources office of the district. [See 3934.00-E(2)].

   c. The program supervisor will verify the facts relating to any claim.

   d. The signature of the division head on the form will constitute authorization to pay the claim.

   e. In the event that the claimant is dissatisfied with the amount allowed, he/she may appeal to the superintendent, whose decision will be final.
F. BUDGET

1. The supervisor of each program, where potential claims under this policy are anticipated, will establish, annually, a line item appropriation sufficient to pay the anticipated claims.

ADMINISTRATIVE REGULATION

Approved: February 18, 1986
Amended: November 18, 2008