

NOVATO UNIFIED SCHOOL DISTRICT

BOARD POLICY

SERIES 4000

BP 4156.3

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.

A. Reimbursement for personal items used for work-related purposes shall be made only if:

1. Use of personal property must be approved by the principal, site supervisor or designee before the property is brought to school or district premises.
2. Once approved for the site, the employee and district representative must agree on the value of the property.
3. Each site administrator shall maintain a record of approved items using the appropriate District form. A copy of the form shall be forwarded to the Purchasing Department.
4. Personal items such as glasses and clothing are not to be interpreted as personal property referred to above.
5. 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.
6. The maximum payment shall be the amount specified by the recorded agreed upon value between the site administrator and the employee.

(Education Code 35213

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

- B. District facilities should not be used as storage facilities for employees' personal items.
- C. If items are used on the job, but are not approved as reimbursable property, it is the employees' responsibility to protect them.

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

Approved May 2, 2000