

## Administrative Regulation

Personal Property Damage, Reimbursement for

Employees shall be reimbursed for the payment of the costs of replacing or repairing property or prostheses damaged in the line of duty. In order to receive payment, all of the following conditions must be met:

1. The value of the property at the time of loss or damage is greater than \$50.00 and less than \$750.00.
2. Prior written approval was given to bring the personal property to the work site. District Form No. 9702.92 is provided for this purpose. The written approval must include the purchase date and price of the property.
3. The employee certifies that he/she has exhausted all available methods to recover compensation for the claimed loss, including claims against personal property or automobile insurance, prior to filing for district reimbursement.
4. The employee is engaged in regular activities not excluding emergency activities.
5. The loss or damage is of a type not readily foreseeable.
6. The loss is caused by actions other than those of the employee.
7. The loss is caused by equipment breakage, unsafe conditions, or other acts unforeseen by the employee.

No reimbursement will be made to employees for damage, theft, or vandalism to their vehicles while parked at a district facility or in transit to or from work.

When all conditions listed have been satisfied, the employee should complete the District's Claim for Personal Property Damage Reimbursement form (No. 9702.93 [5/90]) and forward it along with supporting documents to the Office of Business Services.

Ref: EC Section 35213, 48905

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