

This procedure has been developed to provide district employees with guidelines regarding the use of personally owned property that is brought into the workplace and the potential for reimbursement should that property be damaged or stolen. In general, the district takes no responsibility for loss of, or damage to, personal property of employees.

Employees are encouraged to insure their own personal property or valuables that are brought to the work site. If personal property is lost or damaged because of loss or damage to a district building, the district's insurance may apply. Employees may be required to prove ownership of the item and give a reasonable explanation of the item's use on district premises. Theft is not covered, and no payment will be paid on property covered by a policy held by the employee.

District employees fully and completely accept all risk of loss, damage, vandalism, misplacement, or destruction. The risk-management program of the district does not provide for compensation for loss or damage involving personal property except under three situations:

- Negligence on the part of the district is determined and established by the vice president, administrative services, or their designee. Included in the determination will be the consideration (1) that damage to personal property was caused by district-defective conditions and/or (2) damage to personal property could not have occurred without the existence of such defective conditions. However, when the elements of negligence outlined above have been proven but the claimant failed to exercise proper care of their own personal property and such failure contributed to the cause of loss, a claim may be denied.
- Extraordinary special circumstances are determined and established by the vice president, administrative Services, or their designee. An extraordinary special circumstance could include the response to a natural disaster.
- Objects of art that have been listed on a properly processed and approved Form B-110-LRC, Exhibition/Loan Agreement.

The district may accept responsibility if the vice president, administrative services, is notified in writing of the desire of the employee or district-affiliated group to bring personal property onto the campus or other classroom location for a short, predetermined period of time and the vice president, administrative services provides written approval.

Application Form B-133, "Employee Personal Property Use Agreement", is available in the office of the vice president, administrative services, to apply for services. No other employee, except the superintendent/ president, is authorized to accept responsibility for the repair or replacement of personal property. Items of personal property may include (1) books, instructional materials not consumed in use, slides, transparencies, and other audio-visual media, (2) apparatus for recording or playback of video or audio information, (3) computers (including software), (4) cameras, projectors, and other photographic equipment, and (5) personal memorabilia, tools, or instruments used in an employee's work assignment, i.e. musical instruments or works of art.

The district may reimburse employees for the actual costs to replace or repair personal health care items such as prescription eye glasses, contacts, and hearing aids lost or damaged while the employee was performing their assigned tasks or while they were participating in a district-sponsored activity.

Employees and district-affiliated groups will be notified by the district when maintenance operations or reassignment of spaces require that a building space be vacated. It is then the employee's responsibility to remove all items of personal property not belonging to the district or to box and clearly label personal items to be transported to a new location for storage. Employees and district-affiliated groups electing the latter option shall be deemed to have relieved the district of responsibility for loss or damage to the employee's property.