

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 4000 – PERSONNEL

Policy 4156.3

Employee Property Reimbursement

The Solano County Office of Education only insures its own property and does not accept responsibility for employees' personal property. Program supervisors are to advise staff:

1. Program managers do not require employees to bring personal property to the work site.
2. Employees bringing personal property to the site risk having it stolen, lost, or damaged and would have to call upon their own personal homeowner's insurance for coverage.
3. The employee accepts responsibility for his/her personal property unless the immediate supervisor has given prior written approval for the use of personal property at work, and the value of the property is agreed upon in advance and so stated in the written approval. Reimbursement shall be made when written approval for the use of personal property at work was given before property was brought to work and the value agreed upon.

Exception

Employees' personal effects, e.g., eyeglasses that are damaged while trying to break up a fight between two students, may submit a claim for reimbursement to the County Superintendent or designee provided s/he submits:

1. A written report of the incident approved by the program administrator.
2. Reimbursement claim including proper receipts.

The reimbursement will be considered on a case-by-case basis. Other than the above exception, reimbursement claims for employees' personal property will be denied.

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

Policy Cross-Reference:

3515.4 Recovery for Property Loss or Damage

5131.5 Vandalism, Theft and Graffiti