

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 4/25/84
REVISED: 9/13/95
REVIEWED: 3/9/16****SUBJECT: Replacement or Repair of Employee's
Property****PAGE: 1 of 1**

The County Superintendent of Schools may provide for the payment of the costs of replacing or repairing certain personal property other than a privately-owned vehicle and contents in the privately-owned vehicle of an employee of the County Superintendent of Schools when such property is stolen, destroyed, or damaged, through no fault of the employee, while the employee is in the line of duty. The following limitations are established for the payment for such damage or stolen property.

1. Property includes items such as eyeglasses, hearing aids, dentures, watches, or other articles of clothing worn or carried by the employee.
2. Property includes employee's tools expressly authorized in advance by the employee's immediate supervisor for use at the work site.
3. The actual value of such property shall be determined as of the time of the damage, robbery or theft.
4. The actual value of the property shall be paid up to a maximum of five hundred dollars (\$500).
5. The total amount reimbursed to any employee shall not exceed one thousand dollars (\$1,000) in any fiscal year.
6. The amount paid shall be limited to any amount not covered by the employee's personal insurance coverage as stipulated in Form 170, *Statement of Claim*, which is available from Internal Business Services.

Derivation: Former Board Policy No. 2141.6, Adopted 12/13/78, Amended 4/25/84. Amended and Renumbered 3516, 9/13/95. Technical Revision 3/9/16.

**Legal Reference: Education Code
1301**