

ARTICLE XV

PERSONAL PROPERTY DAMAGE

101500. REPLACEMENT OR REPAIR OF EMPLOYEES' PERSONAL PROPERTY.  
The Board of Trustees may pay the cost of replacing or repairing property of any employee when such item(s) is damaged or stolen in the line of duty without any fault or negligence of the employee while in the scope of employment and as a result of a condition over which the Board of Trustees has care and control. If the item(s) was damaged beyond repair, the actual value of such item(s) may be paid. The value of damaged items shall be based on their current replacement cost.

101500.10 Maximum and Minimum Payment. The maximum payment for any one loss shall not exceed \$500.00. Payments for losses under \$100.00 shall not require approval of the Board of Trustees. All other claims shall be submitted to the Board of Trustees by the Business Services Division.

Adopted 01-06-70  
Amended 12-01-04

101500.11 Written Request and Authorization. A written request for reimbursement for property damaged or stolen shall be filed by the employee who experienced the loss within thirty (30) days from the date of occurrence or discovery with the College President or Division Head, or his/her designee, who shall investigate the claim as necessary.

Adopted 01-06-70  
Amended 12-12-73  
Amended 08-06-80  
Amended 05-16-90

101500.12 Claims Reimbursement. Claims for personal property which has been damaged or stolen shall be evaluated by the College President or Division Head in accordance with procedures established by the Administration to implement this Rule. Claims of less than \$100.00 shall be submitted directly to the Business Services Division for payment. Claims of \$100.00 to \$500.00 shall be submitted to the Business Services Division, Risk Management Department, where they will be prepared for submission to the Board of Trustees for approval. Each location shall establish a fund from which such claims will be paid. Claims over \$500.00 are to be filed on the Claims for Damage to Person or Property form and shall be submitted to the Business Services Division, Risk Management Department for submission to the District's claims administrator for processing.

Adopted 10-06-70  
Amended 12-12-73  
Amended 08-06-80  
Amended 05-16-90  
Amended 12-01-04