

PERSONAL PROPERTY

Employees who wish to bring personal property to school must first obtain written approval from their site principal or supervisor. Employees should not bring their property onto school grounds until it has been approved in writing. The District is not responsible for the safety, maintenance or security of the personal property. Reimbursement is limited as outlined below. Further, any eligibility for reimbursement that may be made under this policy is not in effect unless the property is properly registered prior to it coming onto school grounds. Personal property must be taken home at or before the time period listed on the form.

Approval is obtained by the employee completing the **Personal Property Registration Form** and then submitting it to the principal/supervisor for approval. The site may keep a copy but the original must be filed with the Business Office.

Reimbursement for loss or damage to the personal property of an employee is governed by negotiated contract (COUTA 19.4.1 and CSEA 29.1). Personal property must be registered with the site principal or supervisor prior to bringing it to or using it on District property. Failure to do so could limit your reimbursement. The District will not reimburse for normal wear and tear and/or age of the property. Claims are paid at the end of the fiscal year (June). Claims are made on the **Employee Request for Personal Property Reimbursement Form**.

At the end of each school year, the District will consider all valid claims and prorate payments based on claims received. The District's total liability will not exceed \$5,000 for all claims by employee group.