

## Personal Property

It is the intent of NWBOCES that employees not suffer personal financial losses due to their employment, through loss of, or damage to personal property.

However, NWBOCES also recognizes that the employee must assume responsibility for their personal property under normal circumstances.

Therefore, should an employee of NWBOCES suffer a loss of, or damage to personal property due directly to the performance of their job responsibility, the following procedures will apply:

1. Any personal property that is brought on the job, that is not required by NWBOCES and is damaged, will not be the responsibility of NWBOCES and not covered under this policy.

2. Any personal property damaged or destroyed on the job through the employee's own negligence is also not the responsibility of NWBOCES and not covered by this policy.

3. Upon the following of procedure 3022-R, the Administrative Director will make the final determination as to whether or not the claim will be paid by NWBOCES for property valued at \$50.00 (fifty dollars) - \$200.00 (two hundred dollars).

4. Items with a value over \$200.00 (two hundred dollars) may be approved at the Board's discretion.

## Personal Property

If an employee has a claim for personal property loss or damage as covered by policy 3022, the following procedures will be followed in order for the claim to be considered.

1. The employee will contact his or her immediate supervisor at the end of their shift.
2. The employee will write an anecdotal record of the incident including date, time, where, how, etc., to be completed and given to the employee's immediate supervisor within 24 hours of the incident.
3. Provide a statement from any witnesses to the occurrence within 24 hours of the incident.
4. The employee's immediate supervisor will submit to the Administrative Director all required information within 48 hours of the incident.

3022-R

Revised 8-28-02  
Revised 9-26-12  
Reviewed 8-24-16