

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4256.32

ADOPTED: 2/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Replacing or Repairing of Employees' Property

Reimbursement or Replacement of Property. The property of classified employees, such as eyeglasses, hearing aids, dentures, watches, articles of clothing, necessarily worn or carried by the employee, may be paid for or repaired or replaced by the County School Service Fund, as authorized by Section 35176 of the Education Code, when any such property is damaged in the line of duty without fault of the employee. If the property is damaged beyond repair, the actual value of such property may be paid. The value shall be determined as of the time the damage occurred. Payments for amounts of five hundred (\$500) dollars or less may be made upon authorization of the County Superintendent of Schools, or a designated representative. Payments of sums greater than five hundred (\$500) dollars may be authorized upon recommendation of the County Superintendent of Schools and approval of the County Board of Education.

VCOE agrees to allow for a reimbursement for personal equipment damaged or stolen to a maximum amount of five hundred (\$500) per occurrence. This amount will be reimbursed only if the employee had prior written approval for the use of the equipment from their supervisor and the loss or damage occurred without negligence on the part of the employee. An employee must also make claim of any available personal insurance (such as homeowner's or rental) before being eligible to receive reimbursement.

Subrogation. In the event the employee is paid the costs of repairing or replacing such property, or the actual value, the County School Service Fund shall, to the extent of such payments, be subrogated to any right of the employee to recover compensation for the damaged property.

Automobile Damage. An employee may be reimbursed up to \$500.00 per incident, for automobile damage incurred while the automobile is being used for business related travel. This reimbursement shall be available only to the extent damages are not covered by the employee's personal automobile insurance (such as the deductible) or are not the responsibility of an identifiable third party.

The incident shall be reported to the appropriate law enforcement agency and/or the employee's department head, or a management employee in the business office, immediately. Failure to report the incident to the department head or management employee in the business office within 24 hours shall invalidate the claim unless the accident results in personal injury which reasonably

precludes the employee from reporting. Business Office staff may inspect the damage and/or request a copy of the repair estimate prior to repair of damages. A copy of the insurance report or other evidence of the amount of insurance company payments may also be required. A copy of the police report may also be required, if applicable.

No reimbursement shall be provided for wear and tear, breakdown of parts, or puncture of tires. The loss shall be directly and unquestionably the result of a specific incident resulting through no fault of the employee. No reimbursement shall be allowed for acts of vandalism or other damages inflicted by a third party by other than **accidental** causes. No reimbursement shall be provided if any local, state or federal laws were being violated by the employee at the time of or immediately preceding the accident.