

	<p>RESPONSIBILITY FOR PERSONAL EQUIPMENT PROCEDURE</p>	<p>G63.01 Revised Jan 1986 Page 1 of 2</p>
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**PROCEDURE**

Introduction

Frequently teachers or students on their own volition bring cameras, musical instruments, record players, typewriters, or other items to school and then ask the District to repair or replace them when damaged or lost.

The Seattle School District cannot make reimbursement for loss or damage to an employee's personal equipment or material which has been brought to school unless evidence can be shown that it was necessary or highly desirable for use in the school program.

The principal, program manager, or other administrator may be requested to verify that such had been in use at the school with his or her knowledge and consent or that such was needed or highly desirable. Evidence must show that the loss was not due to any negligence or fault of the owner.

Generally speaking, personal property brought to a school is there at the owner's risk. Leaving items of obvious value at the school over a weekend or vacation period certainly should be avoided. Although every reasonable precaution is taken for the protection of all materials and equipment in a school, the District should not be expected to be responsible for items brought to the school which have not been requested or authorized.

Observance of the policy regarding personal equipment should avoid many difficult situations involving personal items brought to school.

This procedure applies to members of the SEA bargaining units, to non-represented employees, and to members of non-SEA bargaining units that have negotiated provisions similar to those of the SEA; it does not apply to members of bargaining units with different negotiated provisions.

Identification

The following is taken substantially from the Collective Bargaining Contract, 1985-86 (Article V, Section C, Item I.b.4).

"The District or its insurer shall reimburse an employee for any certified loss of or damage to personal property necessarily used in the course of duty or in transporting him or her to or from his or her place of assignment when such loss or damage is willfully and maliciously inflicted by students or persons known or unknown on school premises or while the employee is on duty, subject to the following conditions:

Adopted:  
Former Code: E23.01  
Repealed:



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1. The District shall reimburse first-dollar losses up to the limit of the employee's insurance deductible or two hundred and fifty dollars (\$250), whichever is less.
2. There shall be no reimbursement for loss of cash.
3. The use of personal equipment for instructional purposes must have prior approval of the building principal/program manager or supervisor.
4. There must be proof submitted that the employee either has no insurance or that his or her own insurance does not cover the damage or loss in question. An employee must exhaust his or her own insurance recovery possibilities before being eligible for reimbursement under this Section.
5. There must be filed with the District General Counsel's Office within twenty (20) days after the damage or loss, a Notice of Loss and Claim for Reimbursement form ("Notice of Employee Property Loss or Damage").

Procedures

1. The loss or damage should be reported promptly by the employee to the principal, program manager, or supervisor, and to the Security Office for possible investigation.
2. Employee secures an Employee Property Loss or Damage claim form from the General Counsel's Office.
3. Claimant files notarized claim form with General Counsel's Office for processing which includes security and legal investigation.
4. Payment is authorized for approved claims.