

POLICY AND PROCEDURE CONCERNING REIMBURSEMENT FOR EMPLOYEE PROPERTY DAMAGED DURING WORK TIME

I. PURPOSE

The purpose of this policy and procedures is to provide a process for replacing or repairing employee property damaged during work time.

II. AUTHORITY

This policy and procedure has been implemented with the approval of the agency's Governing Board and/or its designee.

III. PROCEDURAL DIRECTIVES

If an employee's property (eyeglasses, vehicle) is damaged or broken while the employee is on duty, the agency may reimburse the employee for the cost of repairing or replacing the property.

- A. The employee whose property was damaged or broken must be performing job duties during scheduled "work time" for the agency at the time the damage is done.
- B. An Incident Report or Accident Report must be written describing the circumstances of the damage to the property. Statements of any witnesses will be included on the report.
- C. The damage must be available for inspection by the Area Director upon request.
- D. The employee must submit a written estimate of the replacement or repair costs from the appropriate vendor.
- E. The Incident Report or Accident Report, the estimate, and a written recommendation concerning the repair or replacement of the property will be forwarded by the Area Director to the Chief Executive Officer.
- F. The cost of the repair or replacement of the property may not be reimbursed, if an employee is suspected of one or the following:
 - abusing the individual served by the agency or provoking the incident leading to the damage
 - intentionally failing to follow the approved behavior management intervention **or**
 - failing to follow established Policies and Procedures.

- G. The Chief Executive Officer will review the written information and decide whether or not to fund the replacement or repair of the property. The Area Director will be notified of the Chief Executive Officer's decision.

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