

## **Finance and Supporting Services**

### **D. Other Activities**

#### **3515<sup>1</sup> Reimbursement for Damaged Personal Property**

Employees shall be reimbursed for the costs of replacing or repairing personal property of the employee when such property is damaged in the line of duty and without the fault of the employee. If the personal property is damaged beyond repair, the actual value of the property at the time of damage shall be reimbursed. Claims for reimbursement shall be for personal property having a value of not less than \$25.00 and not more than \$200.00 at the time of damage.

The Vice Chancellor of Business Services shall receive and review all such claims. He or she shall forward any recommendations for reimbursement or denial to the Chancellor for submittal to the Board for its action.

When an employee is reimbursed for the costs of replacing or repairing personal property of the actual value of such property, the District shall, to the extent of such reimbursement, be subrogated to any right of the employee to recover compensation for such damaged property.

<sup>1</sup> This policy is repeated in Series 4000, Policy 4072