

PRIVATELY-OWNED PROPERTY

The NWESD 189 shall not assume responsibility for the maintenance, repair, or replacement of any privately-owned property brought to a program or work site function unless the use or presence of such property has been specifically requested in writing by the administration.

The NWESD 189 shall not make reimbursement for loss or damage to a staff member's personal equipment or material brought to a program or work site unless evidence can be shown that it was necessary or highly desirable for use in the NWESD 189 program. Evidence of loss or damage must show that the loss was not due to any negligence or fault of the staff member. The following guidelines shall apply:

- 1) Leaving items of obvious value at the program or work site over a weekend or vacation period should be avoided.
- 2) The NWESD 189 shall not reimburse for loss of money or personal effects.
- 3) The use of personal equipment for instructional purposes must have the prior approval of the program/department supervisor (see Form 6540-F1).
- 4) The staff member must verify that no personal insurance coverage is applicable to the loss or damage.
- 5) Claims for loss must be filed within five (5) days after the damage or loss. Claimants must attest to a notary public as to the nature of the loss and the value of the item.
- 6) Proper documentation shall accompany the requisition for reimbursement.

First Reading: 06/27/01

Second Reading: 06/27/01