

AP 410

Personal Property on District Premises

Background

The purpose of this procedure is to clarify the liability for personal property located in or on school district buildings or grounds.

Procedures

1. Any item of personal property (such as equipment, supplies or consumable materials) belonging to an employee, student, or citizen is on school district property entirely at the owner's risk. Individuals are advised to insure any articles of value through personal insurance policies. The Board will not reimburse for any personal loss incurred, except:
 - 1.1 when an employee suffers loss due to vandalism to a personal vehicle while the employee is conducting school district activities, and
 - 1.2 when an employee suffers loss of personally owned professional material brought to the employee's workplace to assist in the execution of the employee's duties.
2. Private Vehicle Damage/Vandalism
 - 2.1 Where an employee's vehicle is damaged/vandalized by a student at a worksite or an approved school function, or as a direct result of the employee being employed by the employer, the following guidelines will apply:
 - 2.1.1 At the time the vehicle is vandalized, the employee must be in attendance at:
 - the place of work
 - a function directly related to the assignment
 - a school district sanctioned activity
 - 2.1.2 The employee must, within seven (7) days of the incident, report the incident to the local police and file a written statement of claim with the Secretary-Treasurer or designate, listing the names of any persons suspected of causing the damage.
 - 2.1.3 Any claim for financial compensation must be accompanied by the police report identification number of the incident, and a receipt covering replacement or repair costs.
 - 2.1.4 Payment will be limited to the lesser of actual vehicle damage repair costs, or the cost of any deductible portion of insurance coverage on that vehicle up to a maximum of \$600.
3. Personally Owned Professional Material

- 3.1 The employer shall reimburse an employee to a maximum of \$150 for loss, damage or personal insurance deductible to personally owned professional materials brought to the employee's workplace to assist in the execution of the employee's duties, provided that:
 - 3.1.1 The loss or damage is not the result of negligence on the part of the employee claiming compensation;
 - 3.1.2 The claim for loss or damage exceeds ten (10) dollars;
 - 3.1.3 If applicable, a copy of the claim approval from his/her insurance carrier shall be provided to the employer;
 - 3.1.4 The appropriate Principal, Vice-Principal or supervisor reports that the loss was sustained while on assignment for the employer.

Appendix: [AP 410-1 Personal Property on District Premises – Claim Form](#)

AP 410-1 Personal Property on District Premises – Claim Form

This form must be received by the Finance department within 7 working days of the incident.

NOTE: Principal must be notified immediately. Loss must have occurred while conducting school district activities.

Name of Employee _____ Employee # _____

Location of Incident _____ Date of Incident _____

Teaching Staff Estimated Cost of Repairs _____

Support Staff Police File # _____

Other and/or ICBC Claim # _____

Insurance Deductible Amount _____

A Vehicle

B Personal Property Loss of professional material

Suspected Cause:

Student Vandalism

Hit and Run

Other _____

****When repairs are completed, please submit receipts to receive reimbursement****

Details of the Incident: _____

Employee Signature _____

Teaching Staff: I hereby certify that this claim complies with the collective agreement.

I have reviewed the damage to the employee's vehicle and believe the likely cause was student vandalism

I have reviewed the damage to the employee's vehicle and believe the likely cause was a hit and run or cause unknown

I agree the loss of personal property was not a result of negligence on the part of the employee, and was sustained while conducting school activities, as per Admin Procedure 410.

Principal/Manager Signature _____ Date _____

Director of Finance Signature _____