



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3530.1
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Business and Non-Instructional Operations

Insurance/Risk Management

Compensation for Loss or Damage of Personal Property

1.0 Purpose and Scope

A description of the requirements and procedures governing compensation for loss or damage of personal property.

2.0 Regulation

Costs of repairing or replacing property damaged or stolen from a school employee while in the line of duty will be reimbursed by the district cost at a value determined reasonable by District.

2.1 Limitation on Coverage

This rule applies to those items belonging to an employee that may regularly or occasionally be voluntarily utilized by them in order to facilitate the performance of their duties. The intent is not to insure items of personal apparel, jewelry, health aides, and the like which are considered a part of an employee's person and normally on their person or in their possession while performing their duties.

2.2 Limitation of Compensation

Where theft or damage of authorized personal property occurs, the district liability will not exceed \$1,000 per employee in any school year and will not apply to claims amounting to less than \$50. Receipts will be required. Reimbursement will be limited to depreciated value or current replacement value, whichever is less, as determined by District in its sole discretion.

2.3 Burden of proof

In the case of a claim under this rule, the employee shall bear the burden of proof that the use of the property concerned was duly authorized prior to the loss, in accordance with procedures specified in this rule, that the property was damaged or stolen while being utilized in the line of duty, and that the theft or damage was in no way the fault of an employee who exercised reasonable care.

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- 2.4 Procedure for Approval of Authorized personal property (excluding personal transportation vehicles)
 - 2.4.1 Submit a written request to the principal or his designee and receive approval in advance of the need for such personal property.
 - 2.4.2 Describe the item to be used, stating serial numbers, where available, make and model number, and estimated cost value.
 - 2.4.3 Give reasons to justify the use and specify the classes/period/programs in which it is to be used.
 - 2.4.4 The principal or his designee must approve the written request and submit a copy to the District Business Services Division-Insurance Department.
- 2.5 Personal transportation vehicles are not covered by this policy. Damage, vandalism and losses to vehicles are to be submitted to the employee's personal insurance company.
 - 2.5.1 A District Incident Report should be filed with the District Risk Management Office immediately after knowledge of damage, vandalism, theft, or loss of property is discovered.

Regulation Adopted: 05-23-89
Revised: 02-09-99
Revised: 10-12-21