

CLAIMS FOR DAMAGE TO PERSONAL PROPERTY

The Contra Costa Community College District recognizes that damage to personal property can occur in the line of duty and allows for reimbursement for replacement or repair of such property pursuant to the following guidelines.

Replacement of Personal Property Damaged in Line of Duty

The District shall provide for the payment of the costs of replacing or repairing the personal effects (i.e., eyeglasses, hearing aids, watches, articles of clothing) that are damaged in the line of duty without the fault of the employee. Value of such items shall be determined as of the time of damage thereto, and, if damaged beyond repair, the actual value of such item(s) shall be paid to a maximum of \$125.00 per item. Reports of damage shall be given to the immediate supervisor as soon as possible after damages occur. Claims for repairing or replacing shall be given to the immediate supervisor.

District Not Responsible for Normal Wear and Tear

It is not the intention of this procedure to replace personal effects which are worn out through ordinary wear and tear; the District will not be responsible for repair or replacement costs.

Employees Must Substantiate Claims

Employees shall substantiate any claim for repair or replacement with evidence clearly indicating that damage was caused by circumstances beyond the control of the employee; i.e., without fault. Claims for replacing or repairing shall be given to the immediate supervisor.

Approval of Claim and Payment

Upon approval by the appropriate District/college administrator of the claim, reimbursement shall be made to the employee upon presentation of receipt(s) for payment of repair or replacement costs.

Limitations

This procedure is intended and shall apply only to those personal effects normally and ordinarily worn or required. It specifically is not for repair or replacement of tools, radios, or other personal effects not required for work performance.

Process for Reimbursement

1. To claim reimbursement for damages to personal property, an employee should complete form 7253, **Claim for Damage to Personal Property**, (see Exhibit A).
2. The employee will give the completed copy of form 7253 to his/her immediate supervisor who, upon review, will forward it to the appropriate District/college administrator for approval.
3. The District/college Administrator or designee will complete form 7253 and provide it to the respective District/college Business Office for processing. A copy of form 7253 will be sent to District Office Accounting as support for the payment.

Contra Costa Community College District

CLAIM FOR DAMAGE TO PERSONAL PROPERTY

Employee (type or print name) _____
Date

The following property was damaged while being used in the line of duty. I herewith submit claim for compensation in accordance with Business Procedure 9.31.

Description of property: _____

Substantiation of claim: _____

Amount of claim:

If property was damaged beyond repair, enter replacement cost: \$ _____

If property was repaired, enter repair cost: \$ _____

Attach receipts for payment of replacement or repair costs

Signature of Employee

COLLEGE BUSINESS OFFICE USE ONLY

Claim allowed/disallowed (circle one)

ALLOWED

Amount to be paid: \$ _____

GL to be charged: _____

DISALLOWED

Reason: _____

Location: _____

Date of employee notification: _____

Approved by: _____

Signature of authorized person

Form 7253

If this claim is approved, please forward a copy to the District Accounting Office