



INDEMNIFICATION FOR LOSS OR DAMAGE OF EMPLOYEES' PERSONAL PROPERTY

Background

The district will not accept responsibility for loss, damage or theft of any personal article including, but not limited to, clothing, school supplies, equipment, electronics (e.g., cameras, phones, iPads, notebook, tablet and laptop computers), vehicles or cash not owned by the school district, except as stated within this operational procedure.

Items brought to and left on school district premises are at the owner's risk and it is the owner's responsibility to arrange insurance to cover any loss or damage to personal property brought to school district premises.

The district will not reimburse for any personal loss incurred, except:

- When an employee's vehicle is damaged by a student at a worksite or an approved school function, or as a direct result of the employee being employed by the district; or
- When an employee suffers loss of or damage to personal property used in the carrying out of their duties provided that the employee's supervisor or principal had prior knowledge of and approved the use of the personal property.

Procedures

1. Employees are encouraged not to keep personal property in district facilities.
2. Where an employee's vehicle suffers vandalism or malicious damage over \$50.00 as a direct result of their employment within the district, the district shall, after the owner has exhausted all legal avenues to recover costs from the offender(s) and/or any insurance coverage which might be in effect, compensate the employee in the amount of fifty percent (50%) of the deductible to a maximum of \$150.00 (or as provided in the employee's current collective agreement).
3. The limit of liability of the district for loss, damage or personal insurance deductible to personally owned professional material brought to the employee's workplace to assist in the execution of the employee's duties is \$150.00 provided that:
 - The loss or damage is not the result of negligence on the part of the employee claiming compensation;
 - The claim for loss or damage exceeds ten dollars (\$10.00);
 - If applicable, a copy of the claim approval from his/her insurance carrier shall be provided to the employer; and
 - The appropriate worksite supervisor reports that the loss was sustained while on assignment for the employer.
4. All claims and supporting documentation must be submitted to the secretary-treasurer on a Personal Property on District Premises Claim Form (SD72 Form 417-1) approved by the appropriate worksite supervisor.

Related Form: [SD72 Form 417-1 Personal Property on District Premises Claim Form](#)