

This procedure has been developed to provide district employees with guidelines regarding the use of personally owned property that is brought into the workplace and the potential for reimbursement should that property be damaged or stolen. In general, the district takes no responsibility for loss of, or damage to, personal property of employees.

Employees are encouraged to insure their own personal property or valuables that are brought to the work site. If personal property is lost or damaged because of loss or damage to a district building, the district's insurance may apply. Employees may be required to prove ownership of the item and give a reasonable explanation of the item's use on district premises. Theft is not covered, and no payment will be paid on property covered by a policy held by the employee.

District employees fully and completely accept all risk of loss, damage, vandalism, misplacement, or destruction. The risk-management program of the district does not provide for compensation for loss or damage involving personal property except under three situations:

- Negligence on the part of the ca -7hT2.1 (heTd(ioa T0 Tc 0 Tw ()Tj0.004 Tc -0.002 Tw 24.08

