



**POLICY NO. 4310**

**PERSONAL PROPERTY**

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**POLICY**

The Board of School Trustees shall reimburse employees for the 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 of, the use of the personal property.



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## **REGULATIONS**

1. Employees are encouraged not to keep personal property in School District facilities.
2. Employees may park in designated areas on School District property but do so at their own risk. The cost of damage to vehicles parked on School District property during the regular work day will not be reimbursed by the School District.
3. The Board may consider reimbursement of the cost of damage to an employee's vehicle, that occurs after normal working hours while the employee is supervising a special event, to the minimum deductible offered by ICBC or the actual cost, whichever is the lesser.
4. The limit of liability of the School District for personal property lost or damaged shall be one hundred dollars (\$100.00).
5. Payment to the employee shall be made upon submission of a receipt covering the cost of repairs or replacement.