

## Administrative Procedure 408

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### DAMAGE OR LOSS OF EMPLOYEE PROPERTY

#### Background

Employees while on school premises and while performing their professional duties, often utilize materials, equipment and teaching aids, which are owned by themselves. Employees may therefore be compensated for self-owned material, equipment and/or teaching aids when these are lost while on school premises and while being used by the employee in his/her professional duties.

An employee shall be compensated for vandalism to his/her motor vehicle when the employee is engaged in activities directly related to his/her employment.

Such reimbursement will take place only if specified procedures have been followed, and if the article is not covered by the individual's own insurance policy.

#### Procedures

##### 1. Employee Property

- 1.1 For Personally Owned Professional Materials (as referenced in the Teacher's Collective Agreement), teachers will be reimbursed to a maximum of one hundred fifty dollars (\$150) for loss, damage or personal insurance deductible to personally owned professional material brought to the teacher's workplace to assist in the execution of the teacher's duties, provided that:
  - 1.1.1 The loss or damage is not the result of negligence on the part of the teacher claiming compensation;
  - 1.1.2 The claim for loss or damage exceeds ten dollars (\$10);
  - 1.1.3 If applicable, a copy of the claim approval from their insurance carrier is provided;
  - 1.1.4 The Principal/Vice Principal reports that the loss was sustained while on assignment for the employer.
- 1.2 For material, equipment and/or teaching aids lost while on school premises and owned by employees other than teachers, or for teachers who wish to claim articles with a value greater than one hundred fifty dollars (\$150):
  - 1.2.1 Each article must be registered with the Principal in advance of being left on the school premises; and
  - 1.2.2 An insurance policy covering the employee's personal effects must be in place; and
  - 1.2.3 The article for which the employee is claiming reimbursement is not covered under the terms of the employee's insurance policy; and

- 1.2.4 Loss or damage of the specified article did not result from negligence on the part of the employee.
- 1.3 Compensation for items referenced in 1.2 above shall be limited to:
  - 1.3.1 Replacement cost of the article so long as this does not exceed the maximum allowable claim of five hundred dollars (\$500);
  - 1.3.2 Replacement cost of materials that do not include payment of any labour;
  - 1.3.3 Claims in excess of twenty-five dollars (\$25).
- 2. Vandalism to Employee Vehicle
  - 2.1 In order for an employee to qualify for reimbursement for damage to his/her vehicle resulting from vandalism:
    - 2.1.1 The employee's vehicle must have been parked in an authorized parking area and standard precautions taken; and
    - 2.1.2 The vandalism must have occurred on or after September 1, 1986; and
    - 2.1.3 The vandalism occurred while the employee was on attendance at a function directly related to his/her employment, assignment; and
    - 2.1.4 The Principal/supervisor has submitted the Malicious Damage Report form (Form 408-1) to the Director, Finance and Management Services as soon as possible, including the names of any person(s) suspected of causing damage; and
    - 2.1.5 The employee has reported the incident to the Delta Police.
  - 2.2 Unless otherwise specified in a collective agreement, compensation shall be limited to the minimum deductible offered by I.C.B.C. or the actual cost, whichever is the lesser.
  - 2.3 Payment to the employee shall be made upon submission of a receipt covering the cost of repairs, together with the police case number for the incident.

Reference: Sections 6, 10, 20, 22, 23, 65, 74, 84, 85, 95 School Act  
Collective Agreements

## Administrative Procedure 408 – Appendix

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### PROCESSING OF REQUESTS FOR LOSSES NOT COVERED BY INSURANCE

The District offers, to employees, protection against uninsured losses. This protection is available only after the employee has exhausted other sources of insurance. The District is the "last resort" insurer, not the primary insurer. Only limited funds exist to cover losses. The following outlines the procedure when applying for reimbursements.

#### Automobile

The primary coverage is for loss or damage while the vehicle is on school grounds involved in school activities related to teaching activity. Examples of damage include broken windows etc.

Employees making claims shall:

1. Complete accident form fully.
2. Contact insurance carrier and arrange for work to be done.
3. Have work completed and invoiced, and pay deductible.
4. Forward the accident report form to the District Office, attention "Insurance Claims". Attach a copy of paid invoice.

The claim will be reviewed and paid if appropriate.

#### Personal Effects

Items of a personal nature, brought to the work site to be used for assigned duties are covered so long as the items are appropriately identified in accordance with Administrative Procedure 452. The procedure for claiming is the same as listed above for automobiles.

#### School/Department Equipment

With school based equipment the District virtually becomes the primary insurer. District insurance coverage has a three thousand dollar (\$3000) deductible, standard across the Province. Thus every item lost or stolen at a school is uninsured. Therefore different criteria will apply.

1. Any item that can be purchased from operating funds (excluding 582, 592, 583, & 593 items) is the school's responsibility.
2. Any item over five (5) years old will be the responsibility of the school.
3. Replacement of cost of other items will be shared on a 50-50 basis between the school and the District.
4. Request for exemption from these guidelines will be considered under exceptional circumstances.

Reference: Sections 6, 10, 20, 22, 23, 65, 74, 84, 85, 95 School Act  
Collective Agreements