

POLICIES AND PROCEDURES MANUAL: PERSONNEL
Subject: REPLACEMENT OR REPAIR OF EMPLOYEE PERSONAL PROPERTY

Introduction

It is the policy of the City of Taft to reimburse employees for loss or damage to personal property, provided that such loss or damage could not have been prevented by reasonable action of the employee.

Reimbursement will be considered only for damage to personal property that is worn or carried by the employee to satisfactorily perform assigned duties. In most instances, this will include clothing, watches and personal prostheses such as eye glasses, dentures and hearing aids.

Reimbursement for damage to other personal property such as tools, cameras and briefcases will be considered only if the property was necessary to performance of the employee's specified duties and if the property was being used with the approval of the employee's department head.

Reimbursement shall not be made for damage to motor vehicles or to jewelry other than watches under this policy.

REIMBURSEMENT ELIGIBILITY

1. Reimbursement shall be considered for losses incurred as a result of equipment malfunction in which a piece of equipment, not known to be defective, malfunctions provided that such malfunction was not caused by improper operation of the equipment by the employee.
2. Reimbursement shall be considered for losses incurred during emergency operations in which an employee is working in an environment where it is not appropriate to exercise normal precaution to protect personal property. In non-emergency circumstances, employees are expected to be aware of immediate surroundings and to avoid damage to personal property.
3. Reimbursement shall be considered for losses incurred as a result of assault by another person provided that such assault occurs without wrongful provocation by the employee.
4. Reimbursement shall be considered for losses incurred as the result of an animal attack provided that the employee has exercised reasonable care and caution in performing assigned duties.

LOSS REPORTING

1. Employees shall report losses incurred in accordance with this policy to their immediate supervisors within twenty-four hours following such loss.

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2. Upon receipt of an employee's verbal report, the employee's immediate supervisor shall verify the employee's loss and shall provide written report of such loss to the appropriate department head provided that such loss is the result of a reimbursable incident as defined herein.
3. The appropriate department head or designated representative shall review the employee's claim and, if warranted, shall recommend reimbursement of losses incurred to the Personnel Department.
4. The Personnel Department shall review the reported loss and substantiating evidence, if applicable, and shall approve reimbursement of losses in accordance with this policy.
5. The Personnel Officer or a designated representative shall forward reimbursement recommendations to the Finance Department for payment to the employee.
6. Loss or damage to personal property inconsistent with provisions of this policy shall not be considered for reimbursement by the City of Taft.

REIMBURSEMENT METHOD

1. The amount of reimbursement for loss or damage to personal property shall be the current market value of those items damaged beyond repair or the repair costs of items that are repairable less the amount of any reimbursement received from other sources.
2. In determining the current market value for clothing, original cost of such clothing shall be depreciated over a period of four years.
3. Current value for personal prostheses such as eye glasses, dentures and hearing aids or other hard goods shall be defined as the current replacement costs.
4. Cost of repairing those items not totally destroyed shall be determined by the City on an individual basis.
5. The Finance Department shall make the final determination of the amount of reimbursement authorized for replacement or repair of personal property after consultation with the Personnel Officer or a designated representative.