

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL

Title: REIMBURSEMENT FOR DAMAGED OR STOLEN PERSONAL PROPERTY OF AN EMPLOYEE	Number: BP 3.28
Legal Authority: California Education Code Section 70902; California Government Code Section 53240	No applicable CCLC BP

It shall be the policy of the District to reimburse employees for damage to personal property. However, employees are to be reimbursed only if said property is damaged in line of duty without fault of the employee.

It shall be the policy of the District to reimburse employees for personal property stolen by robbery. However, employees are to be reimbursed only if said property is stolen from the employee by robbery as that term is defined in California Penal Code Section 211, while the employee is in the line of duty.

Reimbursement is limited to the following personal property: eyeglasses, hearing aids, dentures, watches, articles of clothing necessarily worn or carried by the employee, or vehicles. Claims for reimbursement under this section in an amount less than \$10 shall not be approved. Reimbursement under this section shall be limited to the actual value of the property, reduced by any insurance proceeds, at the time of damage or loss, and in no event shall exceed \$1,000 per occurrence.

Recommended by Participatory Governance Council: May 4, 2023 Approved by Board of Trustees: August 24, 2023	Page 1 of 1
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