

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## REGULATION SERIES 400 - STAFF PERSONNEL

<b>R 404</b>	<b>REIMBURSEMENT AND RECOGNITION</b>
<b>R 404.1</b>	<b>Loss or Damage to Employees' Property</b>

This Regulation specifies the procedures for eligibility for compensation. The accompanying Administrative Procedure provides the form to be completed to register the property.

In order to be compensated for loss or damage to personal property, employees must meet the conditions outlined below:

1. The employee has brought the property to the school or site for use as a part of his/her employment duties.
2. Each article in question has been registered by serial number or otherwise with the principal or supervisor at the beginning of the period of time that it is kept on school or district property.
3. The principal or supervisor retains the right to decline to register an article, following discussion with the employee and taking into consideration the nature and actual value of the article and its value to the program or service.
4. The loss or damage is not the result of negligence on the part of the employee claiming compensation.