

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 4460-1
SUBJECT: REIMBURSEMENT TO DISTRICT EMPLOYEES FOR THE DAMAGE OR LOSS OF PERSONAL PROPERTY	DATE OF ISSUE: 5/24/88 <hr/> REVISIONS: 1/07/00; 06/27/08; 03/01/12 <hr/> PREPARING OFFICE: ASSOCIATE SUPERINTENDENT OF ADMINISTRATIVE SERVICES

I. PURPOSE:

To define the procedures for reimbursing district employees for damaged, destroyed or stolen clothing, or other personal property resulting from violence, assault or physical abuse sustained while in the course of their employment with USD 501.

II. DEFINITIONS:

Personal property -- An item owned or leased by an employee and used for school purposes by, or physically present with, the employee during his/her workday, such as, but not limited to, clothing, eyeglasses, personal items, and small electrical or mechanical devices.

III. GENERAL GUIDELINES FOR REIMBURSEMENTS:

- A. Reimbursement for eligible incidents will be made for the actual costs of all medical, surgical, or hospital services less the amount of any applicable hospitalization, medical, or surgical insurance or workers' compensation insurance up to \$750.00 per eligible incident per employee as determined by the associate superintendent of administrative services or his/her designee.
- B. Reimbursement for personal property is limited to \$400.00 per eligible incident per employee as determined by the associate superintendent of administrative services or his/her designee.
- C. Reimbursement will only be made for clothing or other personal property that is damaged, destroyed, or stolen as a result of violence, assault, or physical abuse sustained by the employee in the course of his or her employment. Incidents of theft are eligible for reimbursement. Reimbursement will not be made for accidental injuries or damage sustained while participating in recreational or athletic activities.
- D. No reimbursement will be made to any employee under this regulation for any portion of the employee's loss that has been reimbursed by the perpetrator, by insurance, or by any other third-party source. Employees may be required to refund any payments made to them pursuant to this regulation in the event the

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perpetrator makes restitution to the employee after the district has reimbursed the employee.

- E. Damage or vandalism to automobiles will be reimbursed only if incurred on school district property as a result of violence, assault, or physical abuse directed against the employee and only in the amount of the employee's insurance deductible, if any, up to the \$400.00 reimbursement limit.
- F. If reimbursement is claimed for an item of personal property that was damaged (repairable), a receipt for the cost of repair or at least one repair estimate must be attached to the Application for Reimbursement form.
- G. If reimbursement is claimed for an item of personal property that was destroyed (non repairable or cost of repair exceeds value of item) or stolen, the original purchase sales receipt or the sales receipt (or an estimate) for a reasonably similar replacement must be attached to the Application for Reimbursement form.

IV. PROCESS FOR COMPLETING REIMBURSEMENTS:

- A. An Application for Reimbursement form must be completed describing the eligible incident in detail (including copies of police or USD 501 security reports of the incident) and filed with the associate superintendent of administrative services no later than sixty (60) days after the incident. (This form may be obtained from the office of the associate superintendent of administrative services.)
- B. If approved for reimbursement, one copy of the Application for Reimbursement form will be returned to the employee, and two copies will be retained by the associate superintendent of administrative services. Upon receipt of the approved application by the employee, s/he must then submit a signed employee expense reimbursement form to the associate superintendent of administrative services for processing.
- C. If not approved for reimbursement, one copy of the Application for Reimbursement form will be returned to the employee, and the remaining copies will be filed in the office of the associate superintendent of administrative services.

REIMBURSEMENT TO DISTRICT EMPLOYEES FOR THE DAMAGE OR LOSS OF PERSONAL PROPERTY (Continued)

APPLICATION FOR REIMBURSEMENT FOR THE LOSS OF PERSONAL PROPERTY

Name of Applicant:

Address:

Social Security Number:

Telephone Numbers: Work _____ Home _____

Place of Employment:

Where Did the Incident Occur?

When Did the Incident Occur?

Describe the Incident (You Must Attach a Copy of The Police Report Or USD 501 Security Report.)

What Item of Personal Property Was Involved? (Describe in Detail.)

Was the Item Damaged? (Describe That Damage in Detail.)

What Is the Cost of Repair? (Attach Receipt Or at Least One Estimate.) \$ _____

Was the Item Destroyed Or Stolen? (Describe How.)

What Was the Original Cost of Item Destroyed Or Stolen? \$ _____

What Is the Cost to Replace Item Destroyed Or Stolen? \$ _____

Note: If the item of personal property was destroyed or stolen, a copy of the original purchase sales receipt or the sales receipt (or an estimate) for the replacement must be attached.

Please state the amount of reimbursement you are requesting: \$ _____
(Amount requested may not exceed \$400.00.)

Signature _____ Date _____

ACTION ON APPLICATION

Approved for Reimbursement in the amount of \$ _____

Not Approved for Reimbursement

Signature _____ Date _____