

AP 410

Personal Property on District Premises

Background

The purpose of this procedure is to clarify the liability for personal property located in or on school district buildings or grounds.

Procedures

1. Any item of personal property (such as equipment, supplies or consumable materials) belonging to an employee, student, or citizen is on school district property entirely at the owner's risk. Individuals are advised to insure any articles of value through personal insurance policies. The Board will not reimburse for any personal loss incurred, except:
 - 1.1 when an employee suffers damage to a personal vehicle while the employee is conducting school district activities, or
 - 1.2 when an employee suffers loss of personally owned professional material brought to the employee's workplace to assist in the execution of the employee's duties.
2. Private Vehicle Damage
 - 2.1 Where an employee's vehicle is damaged at a worksite or an approved school function, or as a direct result of the employee being employed by the employer, and the employee does not bear negligence in the loss, the following guidelines will apply:
 - 2.1.1 At the time the vehicle is damaged, the employee must be in attendance at:
 - the employee's place of work
 - a function directly related to the employee's assignment
 - a school district sanctioned activity related to the employee's assignment
 - 2.1.2 The employee must, within thirty (30) calendar days of the incident, file a written statement of claim with the Secretary-Treasurer or designate, using district form AP 410-1 Personal Property on District Premises – Claim Form.
 - 2.1.3 Any claim for financial compensation in 2.1.2 above, must be accompanied by a police report identification number of the incident, the ICBC claim number and original receipts covering replacement or repair costs.
 - 2.1.4 Payment will be limited to the lesser of actual vehicle damage repair costs, or the cost of any deductible portion of insurance coverage on that vehicle up to a maximum of \$600.
 - 2.1.5 Employees are limited to one claim per fiscal year unless otherwise approved by the Secretary-Treasurer.

- 2.1.6 Employees filing a fraudulent claim will be subject to disciplinary action, including potential termination of employment.
3. Personally Owned Professional Material
- 3.1 The employer shall reimburse an employee to a maximum of \$150 for loss, damage or personal insurance deductible to personally owned professional materials brought to the employee's workplace to assist in the execution of the employee's duties, provided that:
 - 3.1.1 The loss or damage is not the result of negligence on the part of the employee claiming compensation;
 - 3.1.2 The claim for loss or damage exceeds ten (10) dollars;
 - 3.1.3 The employee shall first file a claim with their home or auto insurance, as applicable. A copy of the claim approval from the employee's insurance carrier shall be provided to the employer;
 - 3.1.4 The appropriate Principal, Vice-Principal or supervisor reports that the loss was sustained while on assignment for the employer.
4. All payments made under this admin procedure are considered to be taxable benefits and will be included in the employee's annual T4, as required by the Canada Revenue Agency.

Appendix: [AP 410-1 Personal Property on District Premises – Claim Form](#)

AP 410-1 Personal Property on District Premises – Claim Form

This form must be received by the Finance department within 30 calendar days of the incident.

NOTE:

- The school principal shall be notified immediately. The loss must have occurred while conducting school district activities.
- Payments made under this claim form are considered to be taxable benefits and will be included on the employee’s annual T4, per requirements from the Canada Revenue Agency.
- Employees filing a fraudulent claim will be subject to disciplinary action, including potential termination of employment.

Employee’s Statement:

Name of Employee _____ Employee # _____

Employee address: _____

Teaching Staff Support Staff Other

Location of Incident _____ Date of Incident _____

Type of loss: Vehicle Personal property loss of professional material

Suspected cause: Hit and run Vandalism Other

Estimated Cost of Repairs \$ _____ Police file # _____

Lesser total repairs or deductible \$ _____ ICBC claim # _____

Receipts attached (submit original receipts to receive reimbursement)

Details of the Incident: _____

Employee Signature _____ Date _____

Principal/Manager Verification

I have reviewed the damage to the employee’s vehicle and believe the likely cause was as claimed by the employee (above) and was not a result of the employee’s negligence.

I agree the loss of personal property was not a result of negligence on the part of the employee and was sustained while conducting school activities, as per Admin Procedure 410.

Principal/Manager Signature _____ Date _____

Approved for payment

Director of Finance Signature _____ Date _____