

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
STAFF COMPENSATION: DAMAGE TO PERSONAL PROPERTY	GBC

I. POLICY

The Louis Riel School Division believes that certain circumstances merit monetary compensation for employees who experience damage to, or destruction of, personal property. Accordingly, if, resultant from performing their assigned duties, an employee experiences damage or destruction to clothing, eyeglasses or personal property, the employee shall be entitled to receive reasonable compensation for financial losses incurred.

Compensation for damage to property will receive consideration according to the following guidelines.

II. GUIDELINES

- A. Personal property may include items such as eyeglasses, contact lenses, hearing aids, false teeth, clothing, and prosthetic devices.
- B. When an employee chooses to have an item as defined in (I) repaired, the cost of the repair will not exceed the original cost of the item.
- C. If repair of the item is not feasible, the employee shall receive reimbursement at full replacement cost.
- D. The Division reserves the right to request further information related to the costs of replacement or repair.
- E. When clothing is to be replaced or repaired, costs will not exceed \$1,000.

III. PROCEDURES

- A. If an employee experiences damage or destruction to clothing, eyeglasses or personal property while performing their assigned duties, the employee will report the incident to their Principal/Supervisor who will liaise with The Superintendent of Schools (or designate) with respect to next steps.
- B. The Superintendent of Schools (or designate) shall determine the amount of reimbursement for damage incurred, upon being provided with such documentation as may be required from the employee who has experienced damage to or destruction of property.

Adopted:	June 20, 2006	Legal References:
Revised:	February 5, 2019; April 6, 2021	