

Anaheim Union High School District Personal Property Registration (Employee)

Items must be registered annually and removed from site at the end of the contract year or during inter-session. Unregistered personal property which is not approved to be used in the line of duty may not be claimed for reimbursement due to loss/damage pursuant to BP 6205.02.

Employee Name:		School Year:	
Site:		Room:	
Description of Item:			
Make:		Model:	
Manufacturer:	Serial No:	Replacement Value:	
Item Insured: Yes <input type="checkbox"/> No <input type="checkbox"/>	Age of Item:	(Agreed upon by employee and site administrator)	
Length of Time Property Will be at Site From: _____ To: _____			
<p>Property must be removed during non-school times. The District accepts no responsibility for items left during the summer or inter-session.</p>			
Please describe the education purpose for the property at school:			

I declare that the above is true and correct to the best of my knowledge.

Employee Signature: _____ Date: _____

I have reviewed this form, agree it serves an educational purpose, and agree to the value stated above.

Administrator Signature: _____ Date: _____

NOTE: The approved form should remain at the site and destroyed after the completion of the school year.

REIMBURSEMENT FOR PERSONAL PROPERTY LOSS AND/OR DAMAGE

6205.2

1.0 The Board of Trustees will authorize payment of the cost of replacing or repairing certain property of an employee when such items are damaged or stolen in the line of duty as a result of malicious acts and without fault of the employee.

Covered items are:

1.1 Prescription eye glasses, hearing aids, watches, articles of clothing, or other items necessarily worn or carried by the employee.

1.2 Vehicles

1.3 Other personal property of the employee, when approval for the use of the personal property in the line of duty was given in writing by the site administrator or designee before the property was brought to the work site, and when the value of the property was agreed upon in writing by the person or persons bringing the property and the site administrator, or designee appointed by him/her for this purpose, at the time the approval for its use was given.

2.0 The following items are excluded from coverage under this article:

2.1 Vehicle collision (including hit and run incidents)

2.2 Such personal items as tape recorders, radios, telephones, pagers, or compact disc players belonging to the employee are not included unless approved by the District in item 1.3 above. This includes items in a vehicle, regardless of whether the item is fixed or removable from the vehicle.

2.3 Purses or wallets, or the contents thereof (credit cards, cash, etc.)

2.4 Cash, credit cards, or other cash equivalent items.

3.0 The maximum payment of any one claim is \$1,500 or actual cost whichever is less in the case of vehicles and \$1,000 or actual cost whichever is less for other property. Loss or damage shall be reported to the supervisor, and if appropriate, to the police as soon as the employee becomes aware of such loss or damage. Claim forms are available in the Business Office of the District and should be forwarded through the principal or supervisor to the Business Office when completed.

4.0 To preclude double recovery, any losses or damages which are compensable, wholly or partially, under the unit member's private insurance policy, or policies, shall to such extent not be compensable under the terms of this policy.

Legal Reference:

Education Code 35213

Board of Trustees

November 22, 1982

Revised: November 13, 1986

Revised: May 10, 1990

Revised: April, 1993

Revised: September, 1997

Revised: September 14, 2000

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