

1.0 Replacement or Repair of Employees' Personal Property

- 1.1 If the item is damaged beyond repair, the actual value of such item may be paid.
- 1.2 The value of such item, at the time the damage was incurred, shall be considered the actual value.

2.0 Limitation on Claims

- 2.1 No payment shall be made for any item having a value of less than forty dollars (\$40) at the time of damage, nor shall any payment be made for repairs of less than forty dollars (\$40).
- 2.2 The maximum payment for any one loss shall not exceed one-hundred dollars (\$100).
- 2.3 Payment shall be subject to the availability of funds authorized by the Board of Trustees.

3.0 Procedure for Submitting Claims

- 3.1 A written request for reimbursement for damage to property shall be filed by the employee with the Administrative Services Office of the District within thirty (30) days of the date of loss.
- 3.2 A written verification of the damage or incident shall be furnished by the employee's immediate supervisor or administrator.
- 3.3 The Administrative Services Office shall conduct such investigation as may be necessary.

(Formerly R-8313)

LRCCD

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