

Stark County Board of Developmental Disabilities

Policy 4.48 Employee Property Reimbursement	Effective: 10/24/17
Chapter 4: Human Resources	Page 1 of 2

EMPLOYEE PROPERTY REIMBURSEMENT

POLICY

The Board provides all essential items required to perform an employee's duties. Any personal property which is brought onto Board premises is at the employee's sole risk. Employees should take necessary precautions to protect their personal effects from theft, loss, or damage while on Board premises or traveling on Board business. The Board will not provide any reimbursement to repair an employee's automobile, items of jewelry, or personal devices which are used by employees in the course of their employment.

The Board will provide reimbursement under specific circumstances for prescription eyeglasses, hearing aids, and other adaptive devices an employee requires to complete their responsibilities, as well as an item of clothing that is damaged by an individual served. The claim process is identified in the procedures.

Historical Resolution Information		Reviewer(s): Director of Human Resources
Date	Resolution Number	
11/10/99	11-183-99	
8/23/14	08-51-14	
10/24/17	10-44-17	

Stark County Board of Developmental Disabilities

Policy 4.48 Employee Property Reimbursement	Effective: 10/24/17
Chapter 4: Human Resources	Page 2 of 2

EMPLOYEE PROPERTY REIMBURSEMENT

PROCEDURE

- I. Immediately following any incident in which the personal property of an employee is damaged (prescription eyeglasses, hearing aids, other adaptive devices, or clothing), a written incident report shall be filed with the employee's immediate supervisor. The employee should provide an estimate of the cost of replacement.
- II. The Department Head shall assure the replacement cost is in keeping with a realistic evaluation of the repair or replacement of the item, approve if acceptable, and submit the incident report together with the estimate to the business office.
- III. Employees are solely responsible for any personal electronic devices. If an employee is approved for a stipend on a device (such as a cell phone or smart phone), the device is used at their own risk and should be secured accordingly. The approved stipend does not entitle the employee to any warranty, insurance, or damage refund by the Board.
- IV. The CFO/Business Manager will make reimbursement to the employee where it is determined to be a case of work-related damage.