

**DAMAGE TO PERSONAL PROPERTY**

**BPE 1**

**INTENT**

That employees, students and volunteers will be compensated for uninsured damage to their personal property when it is required to be used in the course of their work.

**POLICY**

Where personal property, utilized in the performance of duties is damaged, and the damages are not covered by WorkSafeBC or insurance, the agency shall reimburse the necessary repairs or replacement, provided the personal property has been approved for use while on duty.

**PROCEDURE**

1. Reasonable proof must be provided that the damage occurred in the course of work performed.
2. The circumstances of the damage are discussed with the supervisor and a determination is made as to whether the damaged property requires cleaning, repairing or replacing.
3. Estimates for work required are to be gathered by the claimant. The Society reserves the right to request alternate estimate(s) from reputable businesses.
4. Where the claimant and the Society are unable to agree as to the awarding of the work, the Society and the claimant may agree to cost share the difference between estimates.
5. With the approval of the Supervisor the claimant follows through on the work required.
6. Receipts for the work are submitted to the supervisor for approval and reimbursement cheque requisition.

Personal property could include items such as clothing, eyeglasses, etc.

<b>EFFECTIVE: Dec. 1, 2015</b>	<b>APPROVED BY: Executive Director</b>	
<b>REPLACES: April 1, 2014</b>	<b>MONITORING: Executive Director</b>	<b>FREQUENCY: Annually</b>