

DAMAGE OR LOSS OF EMPLOYEE PROPERTY

Background

Employees while on school premises and while performing their professional duties, often utilize materials, equipment and teaching aids, which are owned by themselves. Employees may therefore be compensated for self-owned material, equipment and/or teaching aids when these are lost while on school premises and while being used by the employee in his/her professional duties.

Procedures

1. Employee Property

- 1.1 For personally owned professional materials (as referenced in the Teacher's Collective Agreement), teachers will be reimbursed to a maximum of one hundred fifty dollars (\$150) for loss, damage or personal insurance deductible to personally owned professional material brought to the teacher's workplace to assist in the execution of the teacher's duties, provided that:
 - 1.1.1 The loss or damage is not the result of negligence on the part of the teacher claiming compensation;
 - 1.1.2 The claim for loss or damage exceeds ten dollars (\$10);
 - 1.1.3 If applicable, a copy of the claim approval from their insurance carrier is provided;
 - 1.1.4 The Principal reports that the loss was sustained while on assignment for the employer.
- 1.2 For material, equipment and/or teaching aids lost while on school premises and owned by employees:
 - 1.2.1 Each article must be registered with the Principal in advance of being left on the school premises; and
 - 1.2.2 An insurance policy covering the employee's personal effects must be in place; and
 - 1.2.3 The article for which the employee is claiming reimbursement is not covered under the terms of the employee's insurance policy; and
 - 1.2.4 Loss or damage of the specified article did not result from negligence on the part of the employee.
- 1.3 Compensation for items referenced in 1.2 above shall be limited to:
 - 1.3.1 Replacement cost of the article so long as this does not exceed the maximum allowable claim of one hundred dollars (\$100);
 - 1.3.2 Replacement cost of materials that do not include payment of any labour;

2. Vandalism to Employee Vehicle

- 2.1 In order for an employee to qualify for reimbursement for damage to his/her vehicle resulting from vandalism:
 - 2.1.1 The employee's vehicle must have been parked in an authorized parking area and standard precautions taken; and
 - 2.1.2 The vandalism occurred while the employee was on attendance at a function directly related to his/her employment, assignment; and
 - 2.1.3 The Principal/Supervisor has submitted [Form 408-1: Private Vehicle Damage](#) form to the Secretary Treasurer as soon as possible, including the names of any person(s) suspected of causing damage; and
 - 2.1.4 The employee has reported the incident to the Police.
- 2.2 Compensation shall be limited to a maximum of \$600, as identified in the Collective Agreement.
- 2.3 Payment to the employee shall be made upon submission of a receipt covering the cost of repairs, together with the police case number for the incident.

Reference: Sections 6, 10, 20, 22, 23, 65, 74, 84, 85, 95 School Act
Collective Agreements

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