

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

POLICY MANUAL

POLICY:	3022MR2
Date:	December 18, 2001
Revision:	4

MANAGEMENT REGULATION

Indemnification—Employee Owned Equipment

1. **Approval for Use of Personal Property**

- 1.1 An employee should first attempt to have the necessary item supplied by the district by request to their principal or supervisor or the Learning Resources Centre, as appropriate.
- 1.2 Failing the above, an employee may wish to use his/her own property. In this case the employee is to submit a written request to the principal or supervisor concerned, listing the item(s) to be used, with an approximate value by item. This request will be forwarded to the Secretary-Treasurer with a recommendation by the principal or supervisor.
- 1.3 The Secretary-Treasurer will approve or reject the request in writing.
- 1.4 Any item so approved shall be considered in the same light as district-owned equipment should loss or damage occur, **provided** that reasonable care is exercised in its use, storage, and security. The decision as to what constitutes reasonable care shall be that of the Secretary-Treasurer.

2. **Replacement of Personal Property**

- 2.1 A school incident report form must be completed, signed by the employee's principal or supervisor, and forwarded to the School Board Office for every occurrence of loss or damage to employee-owned property that has been approved for use by an employee in the performance of their duties.
- 2.2 Personal property considered in the same light as district property may not be replaced with the same make or model as the original, but will be replaced with a product that is of equal quality to the original, unless otherwise stated when the employee's list of personal property is approved pursuant to 1.2 and 1.3 above.