

Policy 4256.3: Employee Property Reimbursement

Status: ADOPTED

Original Adopted Date: 09/01/1988 | **Last Revised Date:** 02/01/2026 | **Last Reviewed Date:** 02/01/2026

OPTION 1: (No reimbursement of employee personal property)

The Governing Board does not authorize payment for the reimbursement of employee personal property which may be stolen or intentionally destroyed or damaged while being used for work-related purposes.

OPTION 1 ENDS HERE

OPTION 2: (Reimbursement of employee personal property stolen or intentionally destroyed or damaged while being used for work-related purposes)

To the extent that the full cost of repair or replacement is not covered by another source, such as an employee's private insurance, the Governing Board authorizes the Superintendent or designee to pay the remaining cost of replacing or repairing employee personal property, except cash, which has been stolen or intentionally destroyed or damaged while being used for work-related purposes.

The Board may establish a maximum value of reimbursement which shall be paid. (Education Code 35213)

No reimbursement shall be made for accidental damage or for any loss due to lack of personal supervision or failure to keep property in a secured area.

The maximum payment shall be the amount specified by the district's insurance carrier for such loss or the amount specified in the applicable collective bargaining agreement, whichever is less.

Reimbursement for personal items used for work-related purposes shall be made only if: (Education Code 35213)

1. Use of the personal property was approved by the principal, site supervisor or designee before the property was brought to school or district premises
2. At that time, the employee and district representative agreed on the value of the property

OPTION 2 ENDS HERE

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Civ. Code 1714.1	Liability of parent/guardian for act of willful misconduct by a minor
Ed. Code 35213	Reimbursement for loss or damage of personal property
Ed. Code 48904	Liability of parent/guardian

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services

Cross References	Description
1313	Civility
3512	Equipment
3512-E(1)	Equipment
3513.1	Cellular Phone Reimbursement
3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3530	Risk Management/Insurance

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Status: ADOPTED

Original Adopted Date: 04/12/2017 | **Last Reviewed Date:** 04/12/2017

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Cross References	Description
3530	Risk Management/Insurance
4113.5	Working Remotely
4158	Employee Security
4158	Employee Security
4213.5	Working Remotely
4258	Employee Security
4258	Employee Security
4313.5	Working Remotely
4358	Employee Security
4358	Employee Security
5131.5	Vandalism And Graffiti

