



## 3.02 Personal Property Liability

### 3. Human Resources - Administrative Procedure Manual

This regulation outlines specific guidelines regarding Pine Creek School Division's liability with regards to employee, contractor or vendor personal property or tools while on company premises or traveling on Pine Creek School Division's business.

Pine Creek School Division shall not be responsible for vendor or contractor tools and property while at Division facilities.

Division employees are discouraged from bringing personal items that are not necessary in the course and conduct of their work into Division facilities.

Pine Creek School Division may repair or replace, at their discretion, employee-owned items damaged in the course of work subject to the following conditions:

- The item damaged must be required to perform work (e.g. clothing, prescription eyewear, etc.)
- Personal items not required such as cellular telephones, personal jewelry are not eligible for repair or replacement.
- The claim must be reasonable (e.g. a claim for an expensive cashmere sweater damaged by a student is NOT reasonable).
- Employees must have been taking reasonable care in the performance of work related tasks for the damage to be covered by the Division.
- Pine Creek School Division reserves the right to place limits on which items may be covered and the amount of compensation that will be provided.

#### Guidelines

- Pine Creek School Division employees will be personally responsible for the purchase, maintenance and safe-keeping of their personal items, clothing and tools.
- Pine Creek School Division is not responsible for the purchase, repair or replacement of any lost, stolen or damaged tools.
- Employees should take necessary precautions to protect their personal effects from theft, loss, or damage while traveling on Division business.
- Any personal property which is brought onto Division premises, including, but not limited to, jewelry, briefcases, personal calculators, cellular phones, personal computers, is at the employee's sole risk.
- Pine Creek School Division is not responsible for any stolen, damaged or lost items, subject to the abovementioned conditions.
- Pine Creek School Division does not accept responsibility for loss of or damage to cars, motorcycles, scooters or bicycles (or their contents) brought onto Division property.
- Employees are expected to make their own insurance arrangements for their personal property.
- Pine Creek School Division discourages employees from bringing any expensive, valuable or irreplaceable items to Company premises.

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- If an employee brings a valuable item to Division premises, they assume full responsibility for that item. The employee must ensure that the item is not left in plain view or unattended and must take necessary precautions to protect the item from theft, loss, or damage.
- If an employee endures the loss of any personal property, they must report the loss to management immediately as this could be a matter for the appropriate authorities.
- If an item is damaged, it must be turned in to the employer immediately for determination of whether the item will be repaired or replaced.