City of Long Beach
Department of Human Resources

PERSONNEL POLICIES AND PROCEDURES

Subject: PERSONAL PROPERTY REIMBURSEMENT **Effective: 10/12/89**

Number: 4.4

I. POLICY STATEMENT

An employee may be reimbursed for personal property that is lost or damaged during the performance of his/her duties provided the loss or damage could not have been prevented by reasonably prudent action by the employee.

II. PROCEDURES

A. Reimbursable Items

Reimbursement will be considered for items that are worn or carried by an employee to satisfactorily perform duties. In most cases, this will include items such as eyeglasses, clothing, and hearing aids. Reimbursement for other personal property such as tools, cameras, and brief cases will be considered only if the property was necessary to perform specified duties and was being used with the explicit approval of a department head. Reimbursement shall not be made for money or for damage to jewelry or motor vehicles.

B. Submission of Claim

Employees must notify their supervisor within 24 hours of the incident. In addition, employees must complete a "Request for Reimbursement of Lost or Damaged Personal Property" form and submit it to their supervisor within 10 working days of the incident. Forms are available from the departmental Payroll/Personnel Assistants or the Department of Human Resources and Affirmative Action. The employee must have the lost or damaged item(s) repaired or replaced within 30 calendar days following the incident. The original receipt replacing the item(s) and any substantiating material such as industrial accident, arrest, or incident report should be attached to the claim form and submitted to the department head/designee.

If an employee receives any reimbursement from other sources (health insurance, etc.), that amount should be shown in the "Remarks" section of the claim form. The City's reimbursable amount will be reduced accordingly.

The department head or designee must review an employee's claim. If a claim request is approved by the department, the original copy along with receipts and backup material should be forwarded to the Department of Human Resources and Affirmative Action. A copy should be kept in the departmental file.

C. Review by Department of Human Resources

The Department of Human Resources will review the claim forms. If a claim is approved, the original will be returned to the department which then prepares a "Request for Direct Payment" in accordance with applicable Administrative Regulations. Funds for reimbursement will come from departmental budgets. The following statement should be typed on the Direct Payment:

"Reimbursement to (name of employee) for lost or damaged personal property in accordance with Section VI, B of the Salary Resolution"

If an employee receives reimbursement from outside sources after receiving payment from the City, the employee shall reimburse the City up to the amount previously paid by the City. If, upon review, a claim is denied, the reason for denial will be noted, and the claim returned to the department.

D. Determining the Amount of Reimbursement

1. Clothing - When determining the reimbursable value of clothing, the original cost will be depreciated over 4 years.

2. Eyeglasses, Hearing Aids and other "Hard" Goods - Reimbursement for eyeglasses, hearing aids, and other "hard" goods will be at replacement cost.

3. Non-prescription sunglasses - The maximum reimbursement for sunglasses is $50.00.

The amount of reimbursement is based on either the original depreciated value or the replacement cost for items damaged beyond repair. Cost of repairing partially destroyed items will be determined on a case-by-case basis.

The Department of Human Resources will make a final determination of the amount of reimbursement to be authorized. Employees agree to accept the determined payment when they sign the "Employee Certification" section of the Claim Form.

III. REFERENCES

Salary Resolution - Section VI, B - Reimbursement for Replacement of Personal Property

IV. APPENDICES/FORMS

Request for Reimbursement of Lost or Damaged Personal Property (Revised 9/89)