

**All Personnel**

BP 4156.3

4256.3

**PERSONAL PROPERTY REIMBURSEMENT ALLOWANCES**

4356.3

The Governing Board may pay the cost of replacing or repairing employee personal property, except cash, which has been stolen, destroyed or maliciously damaged, through no fault of the employee, while being used in District schools, in accordance with provisions of the negotiated agreement. The amount of compensation will be based upon such factors as age of item, uniqueness, circumstances of loss, etc.

Reimbursement for personal items used for work-related purposes shall be made only if its use was approved by the appropriate administrator, and the value of personal property agreed upon, before the property was brought to the workplace. (Education Code 35213)

*Legal Reference:*

EDUCATION CODE

*35213 Reimbursement for loss, destruction or damage of personal property*

Policy  
adopted: February 24, 1997

**CAPISTRANO UNIFIED SCHOOL DISTRICT**  
San Juan Capistrano, California