

# Stark County Board of Developmental Disabilities

Policy 4.48 Employee Property Reimbursement	Effective: 1/30/24
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## EMPLOYEE PROPERTY REIMBURSEMENT

### POLICY

The Board provides all essential items required to perform an employee's duties. Any personal property which is brought onto Board premises is at the employee's sole risk. Employees should take necessary precautions to protect their personal effects from theft, loss, or damage while on Board premises or traveling on Board business. The Board will not provide any reimbursement to repair an employee's automobile, items of jewelry, or personal devices which are used by employees in the course of their employment.

The Board will provide reimbursement under specific circumstances for prescription eyeglasses, hearing aids, and other adaptive devices an employee requires to complete their responsibilities, as well as an item of clothing that is damaged by an individual served. The claim process is identified in the procedures.

<b>Historical Resolution Information</b>	<b>Reviewer(s):</b>								
<table><thead><tr><th>Date</th><th>Resolution Number</th></tr></thead><tbody><tr><td>10/24/17</td><td>10-44-17</td></tr><tr><td>12/15/20</td><td>12-55-20</td></tr><tr><td>1/30/24</td><td>01-05-24</td></tr></tbody></table>	Date	Resolution Number	10/24/17	10-44-17	12/15/20	12-55-20	1/30/24	01-05-24	Director of Human Resources
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## EMPLOYEE PROPERTY REIMBURSEMENT

### PROCEDURE

- I. Immediately following any incident in which the personal property of an employee is damaged (prescription eyeglasses, hearing aids, other adaptive devices, or clothing), a written incident report shall be filed with the employee's immediate supervisor.
- II. **The Department Head shall assure the item(s) being requested is in keeping with a realistic evaluation of the repair or replacement of the item, and approve if acceptable.**
- III. **Along with the incident report, the employee is responsible for furnishing receipt(s) for the requested items to be reimbursed. The employee must also provide proof of payment such as a copy of a check or credit card. This information shall be submitted to the Business office for reimbursement.**
- IV. Employees are solely responsible for any personal electronic devices. If an employee is approved for a stipend on a device (such as a cell phone or smartphone), the device is used at their own risk and should be secured accordingly. The approved stipend does not entitle the employee to any warranty, insurance, or damage refund by the Board.
- V. The CFO/Business Manager will make the reimbursement to the employee where it is determined to be a case of work-related damage.