

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		3-120
SECTION:	Risk Management	Personal Property Reimbursement Policy
INITIAL ISSUE DATE:	February 13, 1990	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 1 of 8	

PURPOSE

Because of the complicated rules governing personal property reimbursement, it is necessary to outline the policies, procedures and payments, which may be received by an employee when items are lost or damaged in the line of duty.

BACKGROUND

The following policy and procedure is in accordance with section 53240 of the Government Code and County Personnel Manual.

POLICY

In accordance with Section 53240 of the Government Code, the County of Shasta shall provide payment of the costs of replacing or repairing property or prostheses of an employee, such as eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn, used, or carried by the employee when such items are lost or damaged in the line of duty without fault or negligence of the employee, subject to the following conditions:

1. Claims must be submitted in writing to Risk Management within thirty (30) calendar days of the loss or the employee's knowledge of the loss in order to be considered.
2. No claim under twenty dollars (\$20.00) per incident shall be considered.
3. The County shall not provide reimbursement for damage to an employee's private vehicle used on County business. Reimbursement for the use of an employee's private vehicle on County business is provided for in the County's mileage/reimbursement ordinance, which includes maintenance, repair, and insurance costs.
4. Claims based on cash losses or losses due to stolen credit cards shall not be considered.
5. No reimbursement shall be granted for decorative or jewelry items.
6. No reimbursement shall be granted for normal wear or depreciation of property, tools, or equipment.

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		3-120
SECTION:	Risk Management	Personal Property Reimbursement Policy
INITIAL ISSUE DATE:	February 13, 1990	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 2 of 8	

7. No reimbursement shall be granted for losses fully covered by some other source, allowance, insurance policy, or agency.
8. Except where stated elsewhere in this policy, the maximum amount of reimbursement for replacement or repair for loss or damage will be four hundred dollars (\$400.00) per incident and at the depreciated value when depreciation can be determined. This does not apply to trades or crafts tools.
9. Reimbursement only for catastrophic loss by fire, explosion, flood, or theft (theft where there is visible evidence of forced entry) of trades or crafts tools required or customarily used in work will be of like kind or quality without depreciation and shall be limited to those items which appear on a written inventory of tools on file with the appointing authority. A catastrophic loss shall mean a loss in excess of two hundred dollars (\$200.00).

If stolen tools are recovered in an undamaged condition and replacement tools have been obtained, the employee shall return to the County the duplicate replacement tools.

10. Reimbursement for personal prostheses, such as hearing aids or corrective lenses, will be replacement cost of like kind and quality for such items damaged beyond repair or the repair cost of such items that are repairable. The amount of reimbursement shall not include the cost of fittings or examinations. As to corrective lenses and frames, the employee is to first seek the benefits available through the vision plan. Risk Management will then reimburse the employee the deductible amount and any documented difference of like kind and quality of damaged material and that provided by the vision plan. If the vision benefits have been exhausted, Risk Management will pay the employee the documented value of like kind of quality frames and lenses lost. Damaged items shall be submitted to Risk Management for determination if such items are to be repaired or replaced.
11. Reimbursement for damaged or lost watches shall be limited to the functional value of the watch, not to exceed seventy-five dollars (\$75.00). A ten-dollar (\$10.00) deductible shall be applied to the value of the watch.
12. The Risk Manager will review all claims and supporting documentation and evidence. Upon the Risk Manager's satisfaction of the evidence presented, the claim will be approved or denied. All documentation and evidence becomes the property of Shasta County. Damaged articles for which reimbursement is granted by the Risk Manager

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		3-120
SECTION:	Risk Management	Personal Property Reimbursement Policy
INITIAL ISSUE DATE:	February 13, 1990	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 3 of 8	

become the property of Shasta County and will be disposed of by the Risk Manager as salvage. Damaged articles where no reimbursement is granted will be returned to the owner upon his/her reclamation of said article within thirty (30) days of claim denial.

13. The employee must prove that the article was damaged or destroyed by presenting to the Risk Manager satisfactory evidence of loss, such as the damaged article or a photograph of it or witnesses' written statements. The employee must also prove the value of the article by means of a purchase receipt, advertisements for the sale of similar or identical items, or a written estimate by the seller or manufacturer of the article. Failure of the employee to submit documentation, evidence, or the damaged article to the satisfaction of the Risk Manager within 30 days of submitting a claim is basis for denial without further action.
14. The amount of reimbursement for damaged articles of clothing will be determined by the following tables based on the comparable replacement cost, the age, the life expectancy, and the condition of the damaged article, subject to a maximum reimbursement amount of seventy-five dollars (\$75.00) per article, not to exceed two hundred fifty dollars (\$250.00) per incident

PROCEDURE

1. Employee completes Personal Property Claim Form and submits all copies, along with supporting documentation and such other evidence, including the damaged article, to the Risk Manager.
2. Risk Manager approves or denies the claim upon his satisfaction of the evidence presented.
3. Risk Manager determines the amount of reimbursement to be paid, if any.
4. Risk Manager forwards all copies of claim to concerned parties.
5. Auditor-Controller pays claim, if appropriate.

All documentation and/or evidence become the property of Shasta County. Where reimbursement is granted, damaged articles become the property of Shasta County and will be disposed of as salvage. Where no reimbursement is granted, damaged articles

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		3-120
SECTION:	Risk Management	Personal Property Reimbursement Policy
INITIAL ISSUE DATE:	February 13, 1990	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 4 of 8	

will be returned to the owner if reclaimed within thirty (30) days of claim denial. Items will be disposed of if not reclaimed.

STEP-BY-STEP USE OF TABLES

1. Determine the cost of replacing the article. "Replacement cost" is the cost of acquiring a new article of like kind and quality. The original cost is not taken into account except as may be necessary as a guide for establishing quality.
2. Determine the actual age of the article in months.
3. Determine the actual condition of the article.

Excellent condition--having the appearance of an exceptionally well-cared-for article, which belies its age.

Average condition--having an appearance expected of an article, which has had reasonable use considering its age.

Poor condition--having the appearance of extensive use but not of abuse. Evidence of repairs, the presence of well-worn areas and permanent discoloration, provided they do not destroy the usefulness of the article, are considered to be signs of poor condition.

4. From Table I, select the life expectancy rating of the article.
5. Refer to the column in Table II at the top of which is shown the life expectancy rating selected in Step 4. Read down in this column to the box showing the actual age and across to the reimbursement value.
6. In Table II, select the box under reimbursement values, which applies according to the condition of the article.
7. Multiply the percent figure given in Table II by the replacement cost figure determined in Step 1. This will be the reimbursement value.

a. Example 1

Man's slacks. Replacement cost = \$30.00; life expectancy = 4 years; actual age = 24 months; condition is average. Reimbursement value = 60 percent or \$18.00.

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		3-120
SECTION:	Risk Management	Personal Property Reimbursement Policy
INITIAL ISSUE DATE:	February 13, 1990	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 5 of 8	

b. Example 2

Lady's dress. Replacement cost = \$50.00; life expectancy = 5 years; actual age = 14 months; condition is excellent. Reimbursement value = 75% or \$37.50.

TABLE I.

LIFE EXPECTANCY RATES

MEN'S WEAR		WOMEN'S WEAR	
Item	Rate (Years)	Item	Rate (Years)
Coats and Jackets	4	Blouses	3
Leather and Suede	5		
Hats	2	Coats and Jackets	4
		Leather and Suede	5
Neckties	2	Dresses	5
Rainwear		Rainwear	
Plastic	2	Plastic	2
Fabric	4	Fabric	4
Shoes	3	Shoes	2
Shirts	3	Shirts	5
Slacks	4	Slacks	3
Sport Coats	5	Suits	5
Suits	4	Sweaters	4
Underwear	2	Underwear	
		Slips	2
Work Clothes	3	Foundation Garments	1
		Panties	1

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		3-120
SECTION:	Risk Management	Personal Property Reimbursement Policy
INITIAL ISSUE DATE:	February 13, 1990	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 6 of 8	

TABLE II.

CALCULATION OF CLAIMS REIMBURSEMENT VALUES

Life Expectancy Rating of Article					Percent of Replacement Cost		
1 Year	2 Years	3 Years	4 Years	5 Years	Exc.	Avg.	Poor
Age of Article in Months							
0-4	0-4	0-4	0-4	0-4	100	100	100
4-7	4-7	4-10	4-13	4-16	75	75	60
7-9	7-13	10-19	13-25	16-31	70	60	45
9-11	13-19	19-28	25-37	31-46	50	40	30
11-13	19-25	28-37	37-49	49-61	30	20	15
13+	25+	37+	49+	61+	20	15	10

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		3-120
SECTION:	Risk Management	Personal Property Reimbursement Policy
INITIAL ISSUE DATE:	February 13, 1990	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 7 of 8	

COUNTY OF SHASTA
Personal Property Claim

Risk Mgmt. File # _____

1. Employee Name: _____ Title: _____
Mailing Address: _____ Department: _____
_____ Budget Unit: _____
Today's Date: _____ Date of Loss: _____
Daytime Phone #: _____
2. Description of Damaged or Lost Item(s) _____

3. Description of Incident and Damage _____

4. Purchase Date & Cost (please attach receipts): _____
5. Replacement/Repair Cost Request (attach receipts or estimates if available): _____

I certify that the information provided is correct and that the loss claimed is not covered by any other source, allowance, insurance policy, or agency.

Claimant Signature Date

PLEASE FORWARD ALL COPIES TO RISK MANAGEMENT

This Section for Risk Management Use

1. Is the Personal Property claimed a necessary item for the conduct of County business?
Yes No
 2. Was the property damaged, destroyed, or lost in the line of duty without fault of the employee?
Yes No
- If not, please state why: _____

Approved in the amount of \$ _____ Denied
Reason: _____

Risk Manager Signature Date

Original: Risk Manager
Yellow Copy: Department
Pink Copy: Employee
Blue Copy: Auditor Controller

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		3-120
SECTION:	Risk Management	Personal Property Reimbursement Policy
INITIAL ISSUE DATE:	February 13, 1990	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 8 of 8	

RESPONSIBLE DEPARTMENTS

Support Services -- Risk Management

REFERENCES

Administrative Update--07/13/2012
 BOS Policy Resolution No. 2008-02--03/04/08 (Amended)
 BOS Policy Resolution No. 2001-10--8/14/01 (Amended)
 BOS Policy Resolution No. 96-6--8/6/96 (Amended)
 Amended--10/2/90
 Board Policy Resolution No. 8-6--3/18/86 (Valid)
 Government Code Section 53240
 County Personnel Manual