



# Administrative Procedure

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**Subject:** USE OF PERSONAL PROPERTY ON CAMPUS

1.0. PURPOSE:

- 1.1. To establish the policy and procedures governing the use of personal property on campus.
- 1.2. To establish the policy and procedures governing claims for damage or loss of personal property.

2.0. ORGANIZATIONS AFFECTED:

- 2.1. All organizational units of the University, excluding auxiliaries.

3.0. REFERENCES:

- 3.1. Government Code, Sections 19849.8 and 19850.6.
- 3.2. Title 2, California Administrative Code, Section 895.
- 3.3. Department of Personnel Administration Rule 599.725.
- 3.4. State Administrative Manual (SAM), Section 8423.

4.0. POLICY:

4.1. Use of Personal Property

- 4.1.1. The University recognizes that employees must often use personal property in the performance of their assigned duties. Employees recognize that the University, in general, cannot assume responsibility for their personal property. This procedure refers to those instances in which the University deems it necessary to assume responsibility for certain specialized pieces of personal property.

**Approved:**

**Date:**

- 4.1.2. When a School Dean or Senior Administrator determines that existing circumstances make it impossible for an employee to fulfill the requirements of her/his position without the use of personal property, the School Dean or Senior Administrator may authorize in writing the use of the property, and as a result, make the School or other senior level administrative unit financially responsible within the meaning of the State Administrative Manual, Section 8423.
- 4.1.3. The University assumes no financial responsibility for personal property used by faculty or staff in the performance of a task while off campus, such as cameras used on authorized field trips, or items stolen or damaged while on travel status. However, the affected individual may file a State Board of Control claim when loss or damage occurs under these circumstances.
- 4.1.4. The University assumes no financial liability for personal property such as stereos, artwork, etc. that an employee may wish to have in his/her office, but which is not required for the performance of their duties.
- 4.1.5. Authorization to use personal property on campus shall be given only under extraordinary circumstances and for a limited period of time during which the deficiency requiring the authorization should be eliminated. Under no circumstances should an authorization exceed two (2) academic quarters.

4.2. Repair, Replacement or Reimbursement

- 4.2.1. Payment may be made for the repair or replacement of damaged authorized personal property worn or used by the employee in the course of employment.
- 4.2.2. In the event of theft, loss or damage, the employee may receive funds for reimbursement or replacement when the School Dean or Senior Administrator, or designee, has determined, in writing prior to the loss or damage, that it is necessary for the employee to have such personal property at the worksite for the performance of work.
- 4.2.3. Repair or replacement of, or reimbursement for, personal property will not be provided if it is not authorized personal property for use on campus.

5.0. DEFINITIONS:

- 5.1. Authorized Personal Property--Any item belonging to employees, e.g., calculators, typewriters, personal computers and software, electric staplers and pencil sharpeners, which is authorized (by a Dean, Senior Administrator, or designee) to be used on campus in the performance of an assigned task and for which the University assumes responsibility for repair, replacement, or reimbursement in case of damage or theft.
- 5.2. Employee--Any officer, administrator, faculty member or staff member of the University.
- 5.3. School Dean/Senior Administrator--A School Dean is the senior administrator of a school. A Senior Administrator reports to the President or a Vice President.

6.0. RESPONSIBILITIES:

- 6.1. Employees will:
  - 6.1.1. Obtain permission, in writing, from the School Dean or Senior Administrator to use authorized personal property on campus.
  - 6.1.2. Provide the School Dean or Senior Administrator with an inventory of all authorized personal property.
  - 6.1.3. Report the theft of authorized personal property to University Police.
  - 6.1.4. Present a claim for loss of or damage to authorized personal property to the School Dean or Senior Administrator.
- 6.2. School Deans and Senior Administrators or their designee will:
  - 6.2.1. Review and approve or deny employee requests to use personal property for the performance of assigned tasks on campus.
  - 6.2.2. Maintain a list of authorized personal property approved for use.
  - 6.2.3. Identify the account to be charged, and maintain sufficient funds for replacement or reimbursement resulting from loss of, or damage to, authorized personal property.
  - 6.2.4. Submit approved claims for loss of or damage to authorized personal property to the University Controller.

6.3. The University Controller will:

- 6.3.1. Approve requests for reimbursement or replacement.
- 6.3.2. Notify the School Dean or Senior Administrator of the disposition of the request.
- 6.3.3. Submit approved claims to the appropriate department/agency for payment.

7.0. PROCEDURES:

7.1. Use of Personal Property

- 7.1.1. The employee will submit to the School Dean or Senior Administrator for approval a list of authorized personal property utilized at the worksite in the performance of the employee's work.
- 7.1.2. The School Dean or Senior Administrator will maintain the list of authorized personal property and ensure that the property is utilized for a limited period of time, not to exceed two (2) academic quarters.

7.2. Loss or Damage Claims

- 7.2.1. In the event of loss of or damage to authorized personal property, the employee will submit the required claim information to the School Dean or Senior Administrator. (See Appendix 8.1.).
- 7.2.2. The School Dean or Senior Administrator will review the claim and forward approved claims with the account to be charged for the reimbursement or replacement costs to the University Controller.
- 7.2.3. The University Controller shall review and approve or deny all claims. Approved claims for amounts less than \$500 will be forwarded to Accounts Payable, Financial Services for payment. Approved claims in excess of \$500 will be forwarded to the State Department of Personnel Administration for review.
- 7.2.4. The University Controller shall return denied claims to the School Dean or Senior Administrator with a written explanation.

7.2.5. Accounts Payable, Financial Services shall pay approved claims and charge the account indicated on the claim.

8.0. APPENDICES:

8.1. Loss or Damage Claims.

### LOSS OR DAMAGE CLAIMS

The following information is required when submitting a claim for repair, replacement, or reimbursement for personal property used on campus:

- a. For damaged items, a statement describing the incident that caused the damage, a receipt for repairs or, if the article was damaged beyond repair, a statement of the actual value of the article at the time of damage and the reason it could not be repaired.
- b. For stolen items, a police report describing the circumstances surrounding the theft, a statement that the value of the property was verified by inspecting the original sales record, current price lists, or other appropriate methods.
- c. A certification that:
  1. The item was required for work.
  2. The loss or damage occurred at the worksite or enroute to the worksite.
  3. There was no carelessness or negligence on the part of the employee and that all foreseeable precautions were taken.

All three stipulations in this certification must be made or the claim will not be approved.
- d. Approval of the School Dean or Senior Administrator, including:
  1. Confirmation of the facts stated by the employee.
  2. Recommendation for reimbursement or replacement.
  3. A statement of measures taken to prevent recurrence of theft or damage.