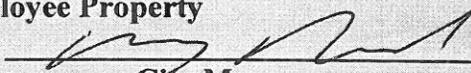


# City of Los Alamitos

## Administrative Regulation

Regulation:	3.6	
Title:	Replacement or Repair of Employee Property	
Authority:	City Manager	
Date:	May 2, 2005	City Manager
Revised:		

- 1. Purpose:** The purpose of this regulation is to provide a means for the replacement or repair of employee property when property used in the performance of required duties.
- 2. Application:** This Administrative Regulation shall apply to all employees of the City.
- 3. Regulation:** The City shall reimburse employees for loss or damage to personal property subject to the following provisions, provided that such loss or damage could not have been prevented by reasonable action of the employee. Such reimbursement shall be limited to personal property that is worn or carried by the employee to satisfactorily perform assigned duties. In most instances, this will include clothing, watches and personal prostheses such as eyeglasses, dentures and hearing aids.

Reimbursement for damage to other personal property such as tools, cameras and briefcases will be considered only if the property was necessary to perform the employee's specific duties and if the property was being used with the approval of the employee's department head. Reimbursement shall not be made for damage to motor vehicles or to jewelry other than watches under this policy.

Reimbursement for loss of damage shall be subject to the following provisions:

- A.** Reimbursement shall be considered for losses incurred during emergency operations in which an employee is working in an environment where it is not appropriate to exercise normal precaution to protect personal property. In non-emergency circumstances, employees are expected to be aware of immediate surroundings and to avoid damage to personal property.
- B.** Reimbursement shall be considered for losses incurred as a result of equipment malfunction in which a piece of equipment, not known to be defective, malfunctions provided that such malfunction was not caused by improper operation of the equipment by the employee.
- C.** Reimbursement shall be considered for losses incurred as a result of assault by another person provided that such assault occurs without wrongful provocation by the employee.

**D.** Reimbursement shall be considered for losses incurred as the result of an animal attack provided that the employee has exercised reasonable care and caution in performing assigned duties.

Employees shall be required to report losses incurred in accordance with this policy to their immediate supervisor within twenty-four (24) hours following the loss. The immediate supervisor shall verify the employee's loss and provide a written report of such loss to the appropriate department head provided that such loss is a result of a reimbursable incident as defined herein. The department head shall review the employee's claim and, if warranted, shall recommend reimbursement of losses incurred to the Personnel Officer.

The Personnel Officer shall review the reported loss and substantiating evidence, if applicable, and shall approve reimbursement of losses in accordance with this policy. The Personnel Officer shall then forward reimbursement recommendations to the Administrative Services Department for payment to the employee.

The amount of reimbursement for loss or damage to personal property shall be the current market value of those items damaged beyond repair or the repair costs of items that are repairable less the amount of any reimbursement received from other sources. In determining the current market value for clothing, original cost of such clothing shall be depreciated over a period of four years. Current value for personal prostheses such as eyeglasses, dentures and hearing aids or other hard goods shall be defined as the current replacement costs. Costs of repairing those items not totally destroyed shall be determined by the City on an individual basis.