



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 806: LOSS OR DAMAGE TO EMPLOYEE PROPERTY

A. General Restrictions

1. The City will not accept responsibility for any loss of employee's personal property incurred either on or off of duty except when an employee has been suddenly and unexpectedly called out for emergency duty without an opportunity to divest themselves of personal property attached to the employee's body, such as apparel, fountain pens, watches, dentures or inexpensive jewelry. In no case will the City assume responsibility for expensive watches, jewelry, or other costly items which should be insured by the owners.
2. No reimbursement will be made to employees for articles that are not normally worn or attached to the body or for articles that are deliberately taken to work by them for their own satisfaction. Nor will any reimbursement be made to employees by the City for losses sustained as a result of their misconduct. In those cases, where reimbursement is authorized, it will be limited to no more than the actual cost of repairs or to the original cost of the items.

B. Provisions for Reimbursement

1. Reimbursement may be made for eligible loss of or damage to an employee's personal property which:
 - a. Occurs as a direct result of the employee actually performing his/her duties; and/or
 - b. Is incurred by the actions of a citizen.
2. Requests for reimbursement are to be submitted to the Department Director. Such requests must then be forwarded through the Director of Human Resources to the Law Director. The Law Director may settle and/or adjust any such claims where the amount of damages to be paid to the claimant does not exceed \$300.00 in compliance with Chapter 137.01 of the City of Kettering Codified Ordinances.

3. When reimbursement is authorized, it will be limited to the actual cost of repairs or to no more than the original cost of the item within limits set by legislation.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.

Approved:

11/14/22
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.14.2022
Date

Jenny Smith
Jenny Smith
Director of Human Resources