

Administrative Procedure 3022 MR2

*Indemnification – Employee Owned Equipment*

1. Approval for Use of Personal Property

- 1.1 An employee should first attempt to have the necessary item supplied by the district by request to their principal or supervisor or the Learning Resources Centre, as appropriate.
- 1.2 Failing the above, an employee may wish to use his/her own property. In this case the employee is to submit a written request to the principal or supervisor concerned, listing the item(s) to be used, with an approximate value by item. This request will be forwarded to the secretary-treasurer with a recommendation by the principal or supervisor.
- 1.3 The secretary-treasurer will approve or reject the request in writing.
- 1.4 Any item so approved shall be considered in the same light as district-owned equipment should loss or damage occur, provided that reasonable care is exercised in its use, storage, and security. The decision as to what constitutes reasonable care shall be that of the Secretary-Treasurer.

2. Replacement of Personal Property

- 2.1 A school incident report form must be completed, signed by the employee's principal or supervisor, and forwarded to the School Board Office for every occurrence of loss or damage to employee-owned property that has been approved for use by an employee in the performance of their duties.
- 2.2 Personal property considered in the same light as district property may not be replaced with the same make or model as the original, but will be replaced with a product that is of equal quality to the original, unless otherwise stated when the employee's list of personal property is approved pursuant to 1.2 and 1.3 above.