

## **ARTICLE 22 - REIMBURSEMENT FOR STOLEN TOOLS**

- 22.1 It is the practice of the District to require classified employees in the skilled trades classifications to provide their own personal tools for the performance of that trade. When the District is responsible for the security of a building or District vehicle from which such tools are stolen, reimbursement shall be made under the following conditions:
- A. The employee must have previously submitted a complete list of personal tools used for District business prior to actual break-in. The agreed upon value of the tools must be shown, and the list filed in the Maintenance Office. It must be approved by the Director of Building Services or designee and a signed copy provided the employee. The employee is responsible for updating the list of personal tools.
  - B. A proven break-in into facilities or vehicles and a signed report filed by the employee with the Director of Facilities Services or designee within three (3) working days of the break-in and theft.
  - C. Claims will not be considered for less than \$20 of stolen personal tools.
  - D. Reimbursement will be at replacement value but limited to the amount of loss not covered by the employee's personal insurance.