

**ADMINISTRATIVE PROCEDURES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE PROCEDURE 6.17**  
**PERSONAL PROPERTY LOSS: STAFF**

Board employees may receive limited compensation for loss or damage incurred to personal belongings utilized during and for work duties.

(1) Most, if not all, of the equipment and materials used in the course of employment are available through Milwaukee Public Schools (MPS). Before personal property is used, employees should contact the building administrator. It is the administrator's responsibility to see that these items are made available.

(a) Equipment and material generally available through MPS is listed below. This list is not exhaustive. Prior to utilizing personal property, the building administrator should be contacted about any item not listed. Needs should be anticipated to give the building administrator enough advance notice to obtain the items for classroom use.

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|-----------------------|------------------------------------|
| • Desktop computer    | • Two-way radio or classroom phone |
| • Laptop computer     | • LCD Data projector               |
| • Computer printer    | • Computer speakers                |
| • Copier/Fax machine  | • Headsets                         |
| • Overhead projectors | • Television set                   |
| • Smartboard          | • DVD/VCR                          |

(b) If the item is unavailable through MPS, and it is necessary to use personal property, the building administrator must be notified to make special arrangements for securing the property from theft or damage, especially in areas with limited security.

(2) Jewelry or cash will not be reimbursed under any circumstances.

(3) Valuable personal property (e.g., equipment and materials which are prone to theft or damage) may not be left in the building overnight, unless secured and approved by the building administrator. Summer school, construction and repair projects, and other public access to MPS buildings make security of personal property difficult. Persistence in leaving personal property at MPS buildings may limit an employee's rights to reimbursement of loss or damaged personal property.

(4) Personal belongings left in vehicles are not included for reimbursement under the Personal Property Loss Policy, and are not eligible for compensation.

(5) Theft, damage, or vandalism to personal vehicles is not a covered loss under the Personal Property Loss Policy.

(6) The contractual reimbursement limit is up to \$400 per incident; therefore, even if the item is reimbursable, any value over \$400 will be the employee's loss, and the employee assumes the risk of using such property. In addition, the more valuable the property, the greater the degree of care the employee must show in securing the item to avoid allegations of negligence.

(7) For reimbursement, the employee must submit a "Report of Personal Property Loss" (form). This form can be found on the employee web portal. Forms must be filled out completely and legibly, and sent directly to the Department of Procurement & Risk Management. The original receipt must be submitted (copies and handwritten receipts are not acceptable). If the original receipt cannot be obtained, replacement receipts will be considered.

**History:** Adopted 3-27-91; Modified 8-14-91; Modified 6-27-24  
**Cross Ref.:** Admin. Policy 6.17 Personal Property Loss: Staff

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