

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

ADMINISTRATIVE PROCEDURE 6.17
PERSONAL PROPERTY LOSS: STAFF

~~The Board is contractually obligated to reimburse employees against loss or damage incurred to personal property used in the course of employment. Through the arbitration process, that obligation has recently been interpreted and clarified. While any dispute over this language is subject to grievance procedure, the following guidelines are provided for the protection of employees and the protection of the Board. 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.

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

~~(2)(b) If the item is not available through Milwaukee Public Schools 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. must be informed so that special arrangements, if necessary, can be made to secure the property from theft or damage. (This is especially vital in schools where classroom security is questionable.)~~

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

~~(3)(4) 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. the summer. Summer school, summer construction and repair projects, and other public access to the schools MPS buildings make security of personal property difficult. Persistence in leaving personal property at MPS buildings may limit an school over the summer will give rise to allegations of employee's right to reimbursement of loss or damaged personal property. negligence.~~

~~(4)(5) Personal belongings property left in automobiles vehicles is are not included covered for reimbursement under the Personal Property Loss Policy, and are not eligible for compensation. personal property reimbursement policy nor is it compensable, with the exception of those items specifically mentioned in a contract.~~

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

~~(5)(7) The contractual reimbursement limit is up to \$150 \$400 per incident; therefore, even if the item is reimbursable, any value over \$150 \$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.~~

(8) 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.