

APPENDIX H – REPLACING, REPAIRING EMPLOYEES’ PROPERTY
(A.R. 4146.5, 4246.5, 4346.5)

- A. The administration is authorized to compensate employees for damage to their personal property when necessarily worn or carried if this damage is the result of activities in the pursuit of their employment and not the result of negligence of the employee.
- B. The administration is authorized to compensate employees or persons for loss, destruction, or damage of personal property used in the schools of the District if caused by arson, burglary, or vandalism. Compensation will be made only for materials which the District requires an employee to furnish as a condition of employment or which have been approved by the appropriate manager as vitally needed materials not available from the District and for which a fair value has been established in writing prior to approval by the manager.
- C. When a bargaining unit member identifies that a locking cabinet is needed to secure their personal items and other materials, the bargaining unit member shall meet with their site administrator to find a mutually agreed site-based solution.
- D. Workspace sharing conditions:
 - 1. All certificated bargaining unit members who share a classroom during the same instructional period shall be provided with their own employee desks/tables and chairs. Certificated members who share a classroom shall be provided a lockable storage place consistent with C above.
 - 2. All bargaining unit members who are SLPs, Psychologists, Social Workers, Intervention Specialists shall have their own work stations, chairs, lockable storage space consistent with C above, and, when confidentially is required, a confidential space shall be made available.