

**CITY OF CHICO**  
**Administrative Procedure and Policy Manual**

Subject:  REIMBURSEMENT TO EMPLOYEES FOR DAMAGE TO PERSONAL PROPERTY OR EQUIPMENT AND/OR CITY UNIFORM WHILE ON DUTY	Number: 13-19
	Effective Date: March 16, 2010
Department(s) Affected: All Departments	Supersedes: 13-19 Dated 10/21/77
Authority: Section 2.12.010 & Section 3.24.060 Chico Municipal Code	File Reference: D-13-15.3/D-13-15.7/D-13-17.7a/D-DHM
	Approved:

**I. PURPOSE:**

- A. To establish a procedure to enable a City employee to receive a monetary reimbursement for damage to personal property damaged during the performance of the employee's regular duties.
- B. To establish monetary and time limits for the City's liability for replacement of such personal property damaged.

**II. POLICY:**

- A. It shall be the policy of the City to reimburse City employees a reasonable amount of money for personal property damaged (not lost) during the performance of the employee's duties. Said reimbursement shall not exceed the cost of the item at the time of purchase. Further, a depreciation factor shall be used to compute the amount of the City's reimbursement for the damaged item(s).
- B. Reimbursements shall be made in accordance with the depreciation schedule set forth on the attached Exhibit "1" provided, however, that no item shall be depreciated in excess of 90% of its original value.  
  
Damaged items which are "totaled" and for which replacement reimbursement is provided shall become City property.
- C. Reimbursement for eyeglasses and hearing aids which are damaged in conjunction with a disability-causing injury requiring a doctor's attention shall be included in the employee's Workers' Compensation claim and shall not be reimbursed by the City (California Labor Code Sec. 3208).
- D. Personal property reimbursements will not be paid for the following items: (1) sunglasses (non-prescription), (2) uniform allowance items, (3) stockings, (4) underwear, (5) jewelry, (6) or any other type of apparel not included in the depreciation schedule referred to above.
- E. No payments will be authorized for personal items which by departmental rules are not to be worn by employee while performing his or her duties.

**III. PROCEDURE:**

- A. City employees having personal property damaged while on duty, which property qualifies for reimbursement payment, shall notify his or her supervisor of the damage and the related circumstances.
- B. The employee's supervisor shall review the incident to insure the City's liability. If the City is liable, the supervisor shall prepare a PURCHASE ORDER/PAYMENT AUTHORIZATION/CLAIM form to authorize payment to the employee. Such form shall include the information shown on the attached Exhibit "2".
- C. The supervisor shall provide the completed form within 24 hours, or the next regular work day after receipt of the report, to his or her department head.
- D. The department head, after receipt of the form, shall recommend payment or non-payment and shall submit said form to the Finance Director.
- E. The Finance Director shall review the form and shall approve or deny.
  - 1. If denied, the employee shall be notified as soon as possible and the employee may then submit a written grievance within 5 work days to the City Manager and request payment of the claim.
  - 2. The City Manager upon receipt of the grievance shall investigate and respond within 15 days by either approving or denying.