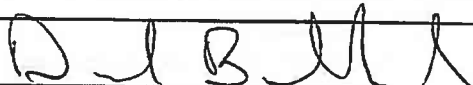


**CITY OF CHICO**  
**Administrative Procedure and Policy Manual**

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.

**CITY OF CHICO  
CITY MANAGER'S OFFICE  
PERSONAL PROPERTY DEPRECIATION SCHEDULE <sup>(1)</sup>**

<u>ITEM</u>	<u>USEFUL LIFE (YEARS)</u>	<u>DEPRECIATION %/YR.</u>
<b>CLOTHING, MENS</b>		
Overcoat, Topcoats, Raincoats	10	10%
Suits, Sports Coats, Slacks, Sweaters		
Hats, Caps, Gloves	5	20%
Shoes or Boots	3	33%
Shirts	3	33%
<b>CLOTHING, WOMEN</b>		
Cloth Coats, Jackets, Dresses, Suits	5	20%
Shirts, Blouses	3	33%
Shoes, Boots, Leather Purses	3	33%
Fabric Purses	2	50%
<b>JEWELRY</b>		
Watches (when required to be worn under Department rules)	5	20%
<b>PERSONAL ITEMS</b>		
Eyeglasses (prescription only) <sup>(2)</sup>	10	10%
Pen and Pencil Set	10	10%
Pocket Knife	20	5%
Hearing Aid <sup>(2)</sup>	10	10%
<b>TOOLS</b>		
Power and Hand	20	5%

**FOOTNOTES:**

- <sup>(1)</sup> Source: "Depreciation Guide" provided by Riley, Sweeney and Marks Insurance, October 1977.
- <sup>(2)</sup> Will be reimbursing only if damage does not occur in conjunction with a disability-causing injury for which a Worker's Compensation claim is filed.



**CITY OF CHICO**  
P.O. BOX 3420 CHICO, CA 95927-3420

**PURCHASE ORDER / PAYMENT AUTHORIZATION / CLAIM**

**No. 133886**

1. Date	2. Date Check Required	3. Quote/Bid Reference (Complete if applicable) <input type="checkbox"/> Per Agreement/Amendment Dated _____ <input type="checkbox"/> Bid Quote Summary Attached <input type="checkbox"/> Sole Source/Vendor Approval Attached <input type="checkbox"/> Rotational Vendor	4. Preparing Dept/Off  Employee's Dept.
5. <input type="checkbox"/> Annual Master <input type="checkbox"/> Encumber <input type="checkbox"/> Payment Authorization <input type="checkbox"/> Confirming	6. Budgeted (Attach Budget to Actual Report) <input type="checkbox"/> Budgeted <input type="checkbox"/> Supplemental Appropriation No. _____ <input type="checkbox"/> Approved Request for Over-Expenditure Attached	7. For Contractor's Retention Only: <input type="checkbox"/> Held by City <input type="checkbox"/> Paid to Escrow Agent <input type="checkbox"/> Paid to Contractor	

8. DELIVER TO (Point of Delivery Destination)  
  
REQUIRED DELIVERY DATE: \_\_\_\_\_

10. FUND(S) AND ACCOUNT(S) CHARGED:

9. VENDOR/CLAIMANT (Name and Address)  
  
Employee's Name \_\_\_\_\_ PEID NO. \_\_\_\_\_  
Job Title \_\_\_\_\_  
Department \_\_\_\_\_

**11. ORDER / CLAIM (Subject to conditions in Section 13.)**

QUANTITY ORDERED	UNIT	INV.	DESCRIPTION	PRICE PER UNIT	TOTAL PRICE
			Description of damaged property		
			Date of purchase, cost at purchase		
			Depreciation factor		
			Depreciation factor x new cost =		
			Description of incident which caused the damage to the property		
			_____ Description (14 Characters)		
				Subtotal	
				<input type="checkbox"/> Sales Tax <input type="checkbox"/> Use Tax	D.N.A.
				<b>TOTAL</b> ⇨	

**ATTENTION VENDOR:** Mail your invoice with this Purchase Order Number noted thereon to FINANCE OFFICE, P.O. Box 3420, Chico, CA 95927-3420. Unless otherwise stated, ALL PRICES ARE FOB POINT OF DELIVERY, AS SPECIFIED IN SECTION 8, ABOVE. NO EXCEPTIONS.

**12. Approvals**

A. Claimant (Authorized Signature)  Employee's Signature	B. Dept. Head (Authorized Signature)  Supervisor's initials & Department Head's signature	C. City Manager (Authorized Signature)
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**13. NOTICE TO VENDOR**

- ACCEPTANCE OF THIS ORDER/CLAIM BY VENDOR/CLAIMANT NAMED HEREON CONSTITUTES VENDOR'S/CLAIMANT'S AGREEMENT TO AND ACCEPTANCE OF THE FOLLOWING LISTED CONDITIONS
1. Claimant (Section 12A) certifies that upon claimant's personal knowledge the items and amounts set forth are true and correct, that no part thereof has been paid by the City of Chico, and that the amount claimed is justly due.
  2. Void unless signed by City Manager or the authorized representative in Section 12C, above. Changes of any kind from items specified in Section 11, above, are not authorized unless approved in writing by City Manager prior to shipping.
  3. Invoices must reflect only those items stipulated in Section 11, above, which have been shipped. Payment will not be made by City of Chico until goods or services ordered have been satisfactorily received. Back ordered items may not be billed on invoice. Invoices must be rendered no later than date of shipment. Invoices must reflect Purchase Order Number appearing on this Order. All goods, material, and supplies delivered must clearly indicate Purchase Order Number on outside of package.
  4. Payment will be made with approval from receiving department for items received. C.O.D.s rendered within 30 days of receipt of invoice or as specified by contract.
  5. The City Manager reserves the right to cancel from this order any or all item(s) not delivered by the delivery date specified in Section 8, above, unless written notice of vendor's inability to comply with the requirement is forwarded to and accepted by the City Manager.
  6. Unless otherwise stated, all prices are F.O.E. point of delivery as specified in Section 8, above.
  7. The City of Chico reserves the right to reject any or all item(s) delivered which do not conform to specifications reflected above or which have been damaged in transit. Such goods will be returned at sole risk, cost, and expense of vendor.

