

LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: EMPLOYEE'S PERSONAL PROPERTY: REIMBURSEMENT FOR DAMAGES TO		Original Issue Date: 6/30/75 Supersedes: 10/30/20	Policy # 531 Effective Date: 10/5/23
Policy Owner(s): On -Site Director of Human Resources Executive Sponsor(s): Chief Executive Officer			
Departments Consulted: Human Resources Office of Risk Management	Reviewed & approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: Chief Executive Officer	
		Chief Executive Officer	

PURPOSE

The purpose of this policy is to establish procedure on reimbursement to employees for damage to their personal property.

POLICY

Pursuant to §53240 of the Government Code and subject to the procedures, limitations and exceptions of Chapter 5.80 of the Los Angeles County Code, a county employee may be paid a portion of the cost of replacing or repairing his/her property, such as eyeglasses, hearing aids, dentures, watches and articles of clothing necessarily worn or carried by county employee, when any such item(s) are damaged in the line of duty without fault or negligence of said county employee (5.80.010).

EXCLUSIONS

Compensation/Reimbursement under this provision will not be allowed based on the following:

- Payment for the incident/event was received from any other source.
- Damage or destruction occurred while employee was commuting to or from work.
- Damage or destruction occurred while employee was off duty.
- Damage or destruction of jewelry other than watches.
- Damage or destruction in the amount of \$5.00 or less.
- Employee fails to file a proper and completed claim within the appropriate time limit.

ALLOWABLE REIMBURSEMENT/REPLACEMENT LIMITS

Pursuant to Section 5.80.060, the amount paid will be decreased by \$5.00 plus any amount the employee receives from other sources. Payment will be made at the discretion of the Director or his/her designee.

Subject: **EMPLOYEE'S PERSONAL PROPERTY:
REIMBURSEMENT FOR DAMAGES TO**

Effective Date:
10/5/23

Policy #
531

PROCEDURE

The "Claim for Damage to Employee's Personal Property" form must be completed and signed by the employee and employee's supervisor and submitted to DHS' Risk Management Division, Claims Unit, with the required reimbursement information, or if the required reimbursement information is not available and/or feasible, two (2) quotes for repair or replacement costs **WITHIN 10 DAYS OF THE INCIDENT/EVENT** for approval and processing.

RESPONSIBILITY

Administrators
Financial Management
Department Managers

PROCEDURE DOCUMENTATION

Los Angeles County Fiscal Manual, Section 14.4

REFERENCES

California Government Code §53240
Los Angeles County Code, 5.80.010

ATTACHMENTS

Attachment A – Claim for Damage to Employee's Personal Property

REVISION DATES

August 31, 1995; October 20, 1998; April 9, 2002; May 5, 2005; September 30, 2008;
February 11, 2014; May 9, 2017; October 30, 2020; October 5, 2023