



Health Services
LOS ANGELES COUNTY

POLICIES AND PROCEDURES

SUBJECT: CLAIM FOR DAMAGE TO EMPLOYEE'S PERSONAL PROPERTY

POLICY NO: 583.000

PURPOSE:

The purpose of this policy is to establish procedure on reimbursement to employee's 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.

APPROVED BY:
REVIEW
DATES:

EFFECTIVE DATE: October 1, 2011

SUPERSEDES:

DEPARTMENT OF HEALTH SERVICES COUNTY OF LOS ANGELES

SUBJECT: CLAIM FOR DAMAGE TO EMPLOYEE'S PERSONAL PROPERTY

POLICY NO.: 583.000

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.

AUTHORITY:

California Government Code §53240
Los Angeles County Code Chapter 5.80

EFFECTIVE

DATE: October 1, 2011

SUPERSEDES:

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