

## APPENDIX A

Standard Operating Procedure: **Employee Lost/Stolen or Damaged District Asset Restitution**

Author: SED

Department: **Operations**

Issue Date: 8/27/13

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Upon notification that District property has been lost, stolen or damaged, the Department Head/Site Administrator shall complete a property incident report and the following procedure shall apply:

### **1. Lost/Stolen or Damaged District Property - Determination of Negligence**

#### **A. Employee Disclosure**

- i. A written statement shall be submitted within 24 hours of such occurrence to the Department Head/Site Administrator by the individual. This statement must include the last known location of the item, when the item(s) was lost or stolen, who the item(s) was issued to, who was last in possession of the item(s) and any other pertinent information related to the occurrence. A copy of this statement shall be kept on file at the facility for three years. If the item(s) is stolen, an investigation will be performed by the Department Head/Site Administrator.
- ii. If the Department Head/Site Administrator suspects that the item(s) was lost, stolen or damaged due to negligent action on the part of the employee, the Department Head/Site Administrator shall notify Risk Management and convene a negligence review committee. This committee shall consist of the Department Head/Site Administrator, representative(s) from Risk Management, and a representative from the cognizant authority department associated with the item lost, stolen or damaged (ie. Information Technology rep if technology, School Food Service rep if food service equipment, etc.)
- iii. The committee shall review the employee written statement and the associated property incident report. The committee shall then take part in an employee inquiry in order to fully understand all circumstances associated with the loss or damage.

#### **B. Employee Notification**

- i. The employee shall be notified in writing at least 24 hours in advance of convening the negligence review committee.

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- ii. The employee shall be informed of the nature of the committee and shall be afforded the opportunity to have an association representative present during the inquiry.

**C. Negligence Determination**

- i. Upon completion of the inquiry the Department Head/Site Administrator shall make a recommendation as to the determination of negligence (attachment 1)
- ii. Attachment 1 shall then be forwarded to the respective Assistant Superintendent for the Division involved for final negligence determination review.
- iii. Once negligence determination is confirmed and if monetary restitution is to be assessed (in accordance with section 2 – valuation), it shall be the responsibility of the Department Head/Site Administrator to collect all assessed restitution and forward to the District’s Revenue Department as per attachment 2.
- iv. Attachment 1, the employee statement and all pertinent documentation shall be forwarded to the revenue department along with the attachment 2.

**2. Lost/Stolen or Damaged District Property – Valuation**

- A. The restitution procedure shall be used for all items lost, stolen or damaged that are on the capital material inventory or have a yellow Escambia County School District asset tag.
  - i. If restitution is to be assessed, the value of the item(s) lost, stolen or damaged shall be the full, current replacement value of the item(s) as determined by the District cognizant authority or the full repair cost, whichever is less.
  - ii. The item(s) value shall be included in attachment 2.

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**3. Lost/Stolen or Damaged District Property - Restitution**

- A. Reasonable accommodations shall be made to assist all employees in the restitution of fees associated with any lost, stolen or damaged property.
  - i. The Revenue Department, in conjunction with the employee and Department Head/Site Administrator shall work to ensure restitution is made in the most expeditious manner possible. Lump sum, installments or direct withholdings shall be explained and clearly communicated to the employee.
  - ii. Restitution shall be monetary

**4. Lost/Stolen or Damaged District Property - Replacement**

- A. Once restitution is made, replacement or repair of lost, stolen or damaged item(s) shall be the responsibility of the District.
  - i. Employees making restitution shall not provide substitute or replacement items or repair in lieu of restitution.