

**ALL PERSONNEL**

Repair/Replacement of Employees' Personal Property

The Superintendent discourages employees of the Office of Education from bringing valuable personal property to the workplace. Employees who identify a specific program and/or student need should make these priorities known to their respective supervisors in order that essential equipment and materials can be provided within the budget planning process of the Office of Education.

Employees who choose to bring personal belongings to the workplace do so at their own risk of loss or damage. The Office of Education shall assume no responsibility to repair or replace items of a discretionary nature including but not limited to: hobby collections, musical instruments, computers, audio visual equipment, resource books, tapes, disks, etc.

*Legal Reference*

EDUCATION CODE

1301 Reimbursement of employees for theft, destruction, or damage of personal property