



A not for profit company

Policy Number: 3290

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Effective Date: November 1, 2011

Replaces: July 1, 1994

SECTION: ADMINISTRATION

TOPIC: COMPENSATION FOR DAMAGE TO EMPLOYEE PROPERTY

This Policy is with the understanding that Employees are dressed in a manner that is befitting of their work environment (see Dress Code and Grooming Policy). This will be reviewed in orientation prior to working.

In the event that an Employee's personal property is damaged by a Client, the following will occur:

1. The Employee will complete an Incident Report and submit it along with the damaged article to their Supervisor for verification.
2. The Supervisor will forward the Incident Report and article to the Coordinator or Service Area Director. The Coordinator will determine if compensation is appropriate.
3. If compensation is deemed appropriate:
 - a) The Coordinator or Service Area Director will call Human Resources to determine if the claim is WCB eligible. If it is, appropriate documentation will be completed and submitted to Personnel for review and forwarding.
 - b) If the claim is not WCB eligible, the Coordinator or Service Area Director will attempt to facilitate payment from the Client.
 - c) No matter which way compensation happens, guardian and trustee involvement is mandatory.
4. The Agency is not responsible for damage to Employee's property.

Reference Employee Work Inquiry Accidents Policy