

Policies and Regulations

NEPN Code: GBGB/STI

Personnel

Staff Personal Security and Safety

Employees' Personal Property

Southeast Technical College shall provide reimbursement for personal property of any employee of STC if such property is stolen or destroyed by assault, theft, vandalism, riot or fire on STC premises or at any official function of STC. Reimbursement will be provided, however, only if proper security measures have been taken by the owner to discourage theft or vandalism and if said property was of instructional value in the classroom or was damaged in the process of controlling discipline.

Any personal property being used in the instructional program of the school must be registered with the immediate supervisor when brought to STC for said instructional purposes, and no claim for reimbursement shall be paid on unregistered property.

No claim will be considered in an amount less than five dollars (\$5.00), and in no event shall the liability of STC assumed exceed \$800.00 on any one occurrence per claimant. No claim shall be paid by STC unless the loss is not covered by valid and collectible insurance.

STC Policy		Board Action
adopted:	05/12/97	28784
reviewed:	11-22-10	35891