

Policy/Regulation Revisions

GBGB/STC – Employees’ Personal Property Executive Summary

Purpose:

To bring to the School Board the above STC policy for first reading.

In an effort to keep the School Board Policy Books updated, members of the administration and the Southeast Technical College (STC) Review Committee will continually review the policies and regulations for items that need to be added, deleted, revised, or in some cases, to update the language.

The referenced policies/regulations have been reviewed by STC Administration and the STC Policy Review Committee. A new STC policy format has been implemented. Existing regulations, if applicable, have been positioned with the existing policies. Additional review included:

GBGB/STC – Employees’ Personal Property – Update to specify that STC is not responsible for an employee’s personal property.

This policy will require a second reading. It will be posted for public review on the School District and STC website and return to the board on May 7, 2025

Policy Review Recommendation to School Board:

Acknowledge first reading of GBGB/STC with the understanding that it will return for a second reading on May 7, 2025.



SOUTHEAST
Technical College

EMPLOYEES' PERSONAL PROPERTY

Southeast Technical College Policy GBGB/STC

1. Purpose

The purpose of this policy is to define who is responsible for the personal property of employees.

2. General Statement of Policy

~~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.~~

Southeast Technical College (STC) is not responsible for any loss or damage that occurs to an employee's personal property which is brought onto STC premises. Employees should take necessary precautions to protect their personal effects from theft, loss, or damage while on premises or while traveling on STC business.

3. Definitions

Insert Text Here

4. Reporting Procedures

None

5.3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Board Approved:
Policy

Board Action

adopted:	05/12/97	28784
reviewed:	11-22-10	35891