



NEPN Code: GBGB/STI

Policies and Regulations

Personnel

Staff Personal Security and Safety

Employees' Personal Property

Southeast Technical Institute shall provide reimbursement for personal property of any employee of STI if such property is stolen or destroyed by assault, theft, vandalism, riot or fire on STI premises or at any official function of STI. 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 STI 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 STI assumed exceed \$800.00 on any one occurrence per claimant. No claim shall be paid by STI unless the loss is not covered by valid and collectible insurance.

STI Policy		Board Action
adopted:	05/12/97	28784
reviewd:	11-22-10	35891