

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Policy: 120

Subject: Employee Property Claims
Effective Date: May 23, 1986 Review and Re-Issue Date:
Supersedes: NEW APA Rule Number:

1. Authority:

1.1

2. Purpose:

2.1 **OBJECTIVE**

2.1.1 Provide a mechanism by which employees who suffer loss or damage to personal property during the course of employment or at the worksite may petition the Department/State for possible reimbursement.

3. Applicability/Accessibility

3.1

4. Policy

4.1 **INTRODUCTION**

4.1.1 The Department of Corrections recognizes there are instances where personal property belonging to an employee may be damaged during the course of employment or at the work site .

4.2 **POLICY**

4.2.1 **Loss of Damage to Property – Total Value of Claim Being \$500.00 or Less.**

4.2.1.1 In the event of. loss of, or damage to property less than \$500.00, employees shall direct their claims, in the form of a sworn petition, to their Superintendent/District Manager. Such claims, at a minimum, shall contain information as to the circumstances

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involved, an itemized list of the property damaged or lost, and such information as to the specific dollar value of such property, condition, and descriptive features.

- 4.2.1.2** If the loss or damage occurred at his/her facility/ office, the Superintendent/District Manager shall have the matter investigated and shall forward the claim, investigation, and a recommendation to the Director of Security and Operations within ten work days of receiving such claim.
- 4.2.1.3** If the loss or damage did not occur at his/her facility, the Superintendent shall immediately forward the claim to the Director of Security and Operations, who will ensure the appropriate Superintendent/District Manager conducts an investigation and makes a recommendation.
- 4.2.1.4** Upon receiving the investigation and recommendation, the Director of Security and Operations shall render a decision as to payment of the claim.
- 4.2.1.5** If the employee is dissatisfied with the decision, he/she may then file the claim through the Claims Commission of the Attorney General's Office.
- 4.2.1.6** The Department of Corrections will be guided by Policy Guidelines adopted by the Claims Commission in determining reimbursement. A copy of these Guidelines are attached to this Policy.

4.2.2 Loss or Damage to Property - Total Value of Claim Being More Than \$500.00.

- 4.2.2.1** In the event of loss of, or damage to property in excess of \$500.00, employees may direct their claims in the form of a sworn petition to the Claims Commission through the Director of Security and Operations or, if desired, directly to the Claims Commission. Such claims should, at a minimum contain information as to the circumstances involved, an itemized list of the property damaged or lost, and such information as to the specific dollar value of such

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property, condition, and descriptive features. If submitted to the Director of Security and Operations he/she will thoroughly investigate the circumstances and forward the claim, with a recommendation, to the Claims Commission.

5. Training Method

5.1

6. Quality Assurance Processes

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7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants