



3380 - Use of Personal Property

Policy

If, in the opinion of an employee, it becomes necessary to use personal equipment in the conduct of duties, the employee must justify its use and file with the Executive Vice Chancellor, a complete description and value of the equipment for insurance purposes. Only after approval of the Executive Vice Chancellor has been granted should the equipment be brought on campus; otherwise, the District will not assume liability for such equipment. Liability is assumed only for the amount in excess of the deductible provided in the District's insurance policy.

Adopted: June 28, 2004