NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES POLICY AND PROCEDURE

SUBJECT: LIABILITY FOR DAMAGE TO STAFF PROPERTY

NUMBER: NN-FM-09 Page 1 of 2

ORIGINAL DATE: 04/07/05

REVIEW/REVISE DATE: 03/06/08, 11/18/10

APPROVAL:	Rosalyne Reynolds /s/	, Agency Director	
~~~~~~~~~~~	.~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~	~~~~~

### I. PURPOSE

The purpose of this policy is to establish a procedure for replacement of staff clothing and/or personal items damaged by Northern Nevada Adult Mental Health Services (NNAMHS) consumers.

## II. EMPLOYEE PERSONAL PROPERTY LOSS

If a State employee incurs loss of personal property due to an accident, the loss Will only be reimbursed by the Risk Management Division if the provisions of NRS 284.155 and 284.175 have been met. Otherwise, State employees' personal property will be considered to be "at their own risk" and to be covered by their own personal insurance.

## III. POLICY

It is the policy of NNAMHS to replace clothing damaged by consumers following the guidelines and procedures outlined in the State Administrative code and as allowable by Risk Management Division Policies.

## III. REFERENCES

S.A.M. 0504

State Administrative Manual

**Employee Personal Property Log** 

Policy NN-PI-04: Incident Report

### IV. PROCEDURE

- 1. In the event a staff person's personal clothing is damaged as a result of an action by a NNAMHS consumer, that staff person should initiate an incident report.
- 2. The completed incident report will be routed to the Business Manager after it has been processed by the Agency Director and Performance Improvement offices.
- 3. The decision to replace/repair damaged items will be made by the Business Manager using the following guidelines:
  - a. NNAMHS will provide reimbursement only for clothing, watches and eyeglasses, which are necessary for staff to perform their duties. Other items such as sunglasses or jewelry are not covered under this policy and compensation for destruction of damage of these type items will not be made. No compensation will be made for other property brought to the work place by employees.
  - b. Damaged or destroyed items will be replaced by like items whenever possible. Reimbursement is not to exceed \$35.00 each for shirts, blouses, etc. \$45.00 for pants or coats and \$35.00 for wristwatches. A request for replacement of eyeglasses is not to exceed the cost of the original glasses. Original receipts of reimbursement are required to be submitted with reimbursement request for eyeglasses. No tax paid shall be reimbursed.