



POLICY MANUAL

Personnel – Miscellaneous Work Equipment Reimbursement

Revised: 10-19-05

Code: 1 – 9 – 8

Book Chapter Subject

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8.0 Purpose: To identify items of personal property eligible for work equipment reimbursement, the reimbursement schedule of such items, and the procedures for obtaining reimbursement/replacement as a result of said item being damaged, lost or destroyed when in the scope of employment, without fault of the unit member, as identified in the MOU, Article 34, Loss/Damage of Property.

8.01 Scope: All Fire Department Personnel

8.02 CLOVIS FIREFIGHTERS, INC., CITY OF CLOVIS PROVISIONS

Article 34. Loss/Damage of Property

33.1 When in the course and scope of employment, without fault of the unit member, a unit member's prescription eyeglasses, contact lenses or watch is/are broken, damaged or destroyed, the City shall, subject to proof and the terms below, reimburse the unit member for the cost of said damage up to two hundred dollars (\$200.00) per incident.

a. The City shall have reimbursement rights under any claim made to any insurance carriers, to the extent of the City's payment. The unit member shall cooperate with the City in obtaining payment/reimbursement from any insurance company. The unit member shall provide the City with copies of claim forms tendered to insurance companies.

b. All claims for reimbursement shall be filed with the City within five (5) working days after the incident or loss.

c. Nothing in this article shall require the City to replace an item which can be repaired to be in at least as good a condition as it was prior to the loss/damage.

8.03 REIMBURSABLE - REPLACEABLE ITEMS

<u>Item</u>	<u>Scheduled Value</u>
Contact Lenses	Up to \$200.00 per incident
Prescription Eyeglasses	Up to \$200.00 per incident
Watch	Up to \$200.00 per incident



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8.03 REIMBURSABLE - REPLACEABLE ITEMS – (Cont.)

When an item that has been damaged, lost or destroyed is valued higher than the scheduled value, reimbursement will be the amount of the scheduled value. If the item is of less value than the scheduled value, reimbursement will be the actual cost of the item.

8.04 REIMBURSEMENT/REPLACEMENT PROCEDURES TO OBTAIN REIMBURSEMENT/REPLACEMENT OF AN ITEM

A. An employee must request reimbursement/replacement with a written memorandum to their shift Battalion Chief.

The memo must identify the article, time, location, and circumstances under which it was damaged, lost or destroyed. A copy of a receipt for the item replaced must accompany the memo.

B. If approved by the Battalion Chief, the employee will be notified and the approved request will be forwarded to the Fire Chief or designee for reimbursement.

C. If the request for reimbursement creates a controversy, the request and all related information will be reviewed by the Fire Chief or his designee, the shift Battalion Chief, and either the Association President or an individual appointed by the Association President.

D. If denied, a written explanation of the denial will be provided to the employee.