

MT. DIABLO UNIFIED SCHOOL DISTRICT
REGISTRATION OF PERSONAL PROPERTY
FOR USE IN THE INSTRUCTIONAL PROGRAM
(MDEA Unit Members Only)

Coverage for Personal Property

MDEA unit members shall be reimbursed for loss or damage to personal property occurring in the scope of employment of the unit member under the following conditions:

- A. The loss or damage occurs through no fault of the unit member.
- B. Payment is subject to a \$10.00 deductible per occurrence.
- C. The maximum reimbursement for any one loss shall not exceed \$200.00 except for articles of personal clothing when the maximum for any one loss shall be \$400.00
- D. The deductible provision does not apply to damages to the clothing of a unit member arising from an assault upon the unit member.
- E. If a unit member files a claim for loss or damage to personally-owned equipment or teaching materials which have been brought to school, reimbursement for these articles shall be allowed under the terms of this contract provided that:
 - 1. Such articles are for use in the instructional program.
 - 2. Prior written approval for use of such articles at school is obtained the school administrator.
 - 3. The value of such articles is agreed upon by the unit member and the site administrator prior to its use at school and is recorded in writing.
- F. In case of loss, please send a copy of this approved form with an explanation letter to the Risk Management Office, Dent Center. The letter must include a signed acknowledgment by the site administrator.

Certification of MDEA Unit Member

I certify that the following personally-owned equipment and/or teaching materials are for use in the instructional program:

Type or Kind	Model and/or Make	Serial No. and/or Model	Age of Property	Original Purchase Price	Value Agreed Upon

Print Name MDEA Unit Member Signature Date

Certification of Site Administrator

The foregoing personal property has been examined by me and the value has been agreed upon with the named employee.

School Site Site Administrator Signature Date

Destruction of Tires: In addition to the above, destruction of tires which occurs while the unit member's car is parked in a district parking lot shall be reimbursed up to the unit member's deductible up to \$150 per tire, to a total maximum of \$500. In order to receive this reimbursement, the unit member must immediately report the damage to a site administrator and file a police report. A district parking lot includes parking which is in close proximity to a school or the district office. This section is in effect when school is in session and during afternoon or evening periods when teachers are on site for work-related meetings or activities. Any and all overnight parking is excluded—even overnight parking for a school-related activity.

White	- Site Administrator
Canary	- MDEA Unit Member
Pink	- Risk Management