

Request to Bring Personal Property to Work

SP 4156 AR

The following are guidelines when an employee wishes to bring personal property to work:

1. Employee must request permission from his/her program manager or designee before bringing any personal property to work if the value of such property exceeds \$ 200.00.
2. Employee and program manager or designee agree on the value of the personal property prior to employee bringing personal property to work. (Education Code 35213)

Description of personal property:

Value: _____

3. Personal items may not interfere with the performance or safe completion of work duties of the employee, or any other employee; may not interfere with the operation of the program; and may not negatively impact any stakeholder or client.
4. Employee understands and agrees that any reimbursement for loss or damage of such personal property is as noted in Superintendent's Policy 4156 (attached).
5. Employee understands and agrees that personal items brought into the work environment are not subject to any privacy protection.
6. Employee understands and agrees that all storage facilities, offices and workspaces, including desks and lockers, are the property of EDCOE and that EDCOE reserves the right to have access to these areas and to such property at any time, without advance notice to any employee.
7. Employee understands that personal items are subject to any and all EDCOE policies and procedures, including EDCOE insurance policies and procedures.
8. Permission to have personal items at work may be allowed or revoked at any time at the sole discretion of the Superintendent or his/her designee.
9. If permission to have a personal(s) item is revoked, the employee agrees to remove the item promptly in a manner that does not interfere with the performance of the employee's duties, the performance of other employees' duties, or the effective operation of programs.

Acknowledgement

Employee's signature: _____ Date: _____

Program manager's signature: _____ Date: _____

Education Code 35213

The governing body of a school district may provide by rule or regulation for the reimbursement of any person or persons for the loss, destruction, or damage by arson, burglary or vandalism of personal property used in the schools of the district. Reimbursement shall be made only when approval for the use of the personal property in the schools was given before the property was brought to school and when the value of the property was agreed upon by the person or persons bringing the property and the school administrator or person appointed by him for this purpose at the time the approval for its use was given. The governing body may establish a maximum value of reimbursement which will be paid.