

DESTRUCTION AND/OR THEFT OF PROPERTY

Background

Vandalism of school property and theft of personal or Division property from schools, buildings or vehicles is against the law and unacceptable. Consequences will include action under a school's Behaviour Plan, and may include restitution and referral to the RCMP.

In situations where it can be clearly demonstrated that an employee's personal property has been damaged while on Division property, the Division may consider reviewing a claim not covered by the employee's private insurance.

The Assistant Superintendent, Corporate Services, principals and/or department supervisors are responsible for the administration of this administrative procedure.

Procedures

1. Restitution for Damaged Property
 - 1.1 In the event a parent or independent student is required to make restitution for acts of vandalism against school property, the Assistant Superintendent, Corporate Services, in consultation with the Principal, will determine the amount of restitution to be made. The amount to be charged will equal the actual cost of repairing or replacing damaged property.
 - 1.2 Where criminal charges are involved, restitution may be determined by the courts.
 - 1.3 Restitution will be paid to the Division.
2. To qualify for consideration of any claim arising from vandalism to, or theft of, private property an employee is responsible for primary insurance coverage as follows:
 - 2.1 Homeowners or tenant package insurance coverage on all private property used on the school premises or in connection with their employment.
 - 2.2 Comprehensive insurance on the employee's vehicle. If comprehensive insurance is not carried, the maximum shall be as shown in 5 below.
3. Reasonable evidence must be presented to show that the vandalism was directly related to the employee's employment.
4. In cases of theft, it is the employee's responsibility to provide evidence that reasonable care had been taken to ensure the safety of the private property.
5. In any claim, the Division shall only be liable for the deductible portion of the owner's private insurance to a maximum of five hundred dollars (\$500.00).
 - 5.1 In accordance with Canada Customs and Revenue Agency guidelines, such payment is a taxable benefit to the employee and will be recorded accordingly.

6. Theft or destruction of property valued in excess of two hundred and fifty dollars (\$250) shall be reported to the RCMP.

Reference: Relevant Legislation & Guidelines