

Administrative Policy No. 9.08

Subject: Employee Personal Property Reimbursement

Information Contact: Enterprise Risk Management Office
MS: 45020

Authorizing Source: Collective Bargaining Agreements

- [WFSE](#)
- [SEIU 1199 NW](#)
- [Coalition](#)

Effective Date: June 11, 2007

Revised: April 29, 2024

Approved By: Original signed by Pearlette J. Ramos
Senior Director, Office of Justice and Civil Rights

Purpose

This policy provides guidelines for reimbursement to employees who suffer unavoidable damage or loss to their personal property while working with clients in areas controlled by the employer or during an agency-authorized community activity.

Scope

This policy applies to all Department of Social and Health Services (DSHS) employees, volunteers, and interns.

Policy

- A. This policy gives the appointing authority, or their designee, permission to reimburse DSHS employees up to \$250.00, for those who suffer unavoidable damage or loss to their personal property while performing their required duties with clients.
- B. These damages may include but are not limited to torn or ripped clothing, watches or glasses that are physically removed from the body by clients, etc.
- C. Claims above \$250 must be approved by the assistant secretary, or their designee, with the following guidance observed:

1. Employees at work are expected to wear and have in their possession only what is needed to adequately perform their job, and to exercise reasonable care consistent with the conditions of their work environment for safeguarding their personal property against damage or loss.
 2. There must be clear documentation of the loss, or it may not be considered a reimbursable claim. Examples of documentation may include, but are not limited to incident report, police report, and photographs.
- D. Reimbursement will not be made for personal items specifically prohibited or restricted from the work environment by local or DSHS policy, RCW, or WAC.

Procedures

- A. The employee will:
1. Complete an Employee Property Damage/Loss Claim form, [DSHS 03-076](#);
 2. Attach a copy of the original receipt(s) or estimated cost for the repair/replacement of the damaged or lost item(s); and
 3. Sign and submit the claim to their supervisor for review.
- B. The employee's supervisor will:
1. Review the claim to ensure all information requested on the form is complete;
 2. Complete the supervisor section; and
 3. Send the completed form to the appointing authority, or their designee.
- C. The employee's appointing authority or their designee will:
1. Consult with the employee if necessary to determine if the claim is reimbursable and to reach an agreement on the most appropriate method for satisfying the claim, whether that is the cost of repair or the replacement value.
 - a. Document the amount agreed upon on the back of form 03-076 in the "Reimbursement" section; and
 - b. Sign and date the form.
 2. If the amount is over \$250, forward the claim to the assistant secretary for approval without committing that reimbursement will be authorized to the employee.
 3. If the assistant secretary approves the claim, send the DSHS 03-076 and a signed and completed Release of All Claims, [DSHS 03-077](#) to the local budget/fiscal office for payment.
 4. If an agreement is not reached, forward copies of all documents to the DSHS enterprise risk management office at MS45020 or by email at

ERMOIncidentReporting@dshs.wa.gov. After reviewing all information submitted, a decision will be rendered within five working days with a memorandum sent to all parties.

- D. The employee's local budget/fiscal office will pay the agreed claim amount in accordance with established budget and accounting procedures. Once complete, the two forms (DSHS 03-076 and DSHS 03-077) will constitute full satisfaction of the loss and will release the state from subsequent claims arising from the incident.

DSHS Official