

The superintendent/president shall establish procedures that regulate the district's responsibility for privately owned personal property of employees and other individuals on campus.

It is the intent of the board of trustees to provide supplies, tools, equipment, and other property required for employees to carry out their duties. However, the district does occasionally self-insure property loaned to the district by employees or others, provided the loan has been approved according to administrative procedure. In the absence of specific approval, the district shall not be liable for any loss of or damage to (1) property not owned by, not operated by, or not in authorized custody of the district or (2) personal property owned, used, or worn by individuals, including employees, faculty, and students, whether or not such loss or damage occurred on district premises or in the course of employment, unless the district or its agents are negligent or a determination of extraordinary special circumstances is made. Personal property will not be received or stored by district personnel on district property

Negligence on the part of the district will be determined and established by the vice president, administrative services, or their designee, and include as consideration (1) that damage to personal property was caused by district defective conditions and/or (2) damage to personal property could not have occurred without the existence of such defective conditions. However, when the elements of negligence outlined above have been proven, but the claimant failed to exercise proper care of his or her own personal property, and such failure contributed to the cause of loss, then a claim may be denied.

Extraordinary special circumstances will be determined and established by the vice president, administrative services, or their designee.

### **Vehicles and Contents**

The district accepts no responsibility for damage to vehicles parked on district property or for their contents.