

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: PAYMENT FOR PROPERTY OR
PROSTHESIS OF CITY
EMPLOYEES DAMAGED IN THE
LINE OF DUTY

Date Adopted: February 1, 1973

File 3.01
Number

POLICY OBJECTIVE

To provide procedures for the payment of costs of replacing or repairing property or prosthesis of a City employee or officer necessarily worn or carried by the employee or officer when such items are damaged in the line of duty.

ASSIGNED RESPONSIBILITY

City Manager, Department Heads, all City employees

APPLICABILITY

Applicable to all claims for payment of costs of replacing or repairing property or prosthesis of an employee such as eye glasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried by the employee when such items are damaged in the line of duty without fault of the employee, and provided such claim is not in excess of five hundred dollars (\$500).

PROCEDURES

1. Repair:

Claims for payment of costs of repair of property or prosthesis damaged must include a copy of the repair bill noting repairs done and costs.

2. Replacement:

Claims for payment of costs of replacement of property or prosthesis damaged must include the age of the article and the estimated replacement cost. The article to be replaced, if available, shall be forwarded with the claim.

3. Claims:

The employee on the appropriate form shall submit claims for payment of costs of repair or replacement of property or prosthesis damaged in the line of duty without fault of the employee, to the Department Head. The claimant must complete the section of the form labeled "EMPLOYEE".

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Upon receipt of the claim for payment of cost of repair or replacement, the Department Head shall complete that section of the claim form labeled "DEPARTMENT HEAD." After review of the bill of repair or the article for which replacement is requested and after discussing the damage with the claimant, the Department Head shall either endorse by signing or reject by not signing the claim. If the claim is for replacement, the Department Head shall recommend a percentage of replacement cost to be paid. This percentage of replacement cost should be based on the expected remaining life of the article had it not been damaged. This percentage should be determined in consultation with the employee. The claim for payment of costs of repair or replacement and the accompanying destroyed article or bill for repair shall be forwarded to the City Manager.

The City Manager, in consultation with the Director of Finance shall accept, reject, or modify the claim of the employee, taking into consideration the recommendation of the Department Head and the remaining usefulness of the article prior to damage. Upon final determination of a claim by the City Manager, one copy of the claim form shall be forwarded to the claimant and one copy to the Department of Finance if authorized for payment.

4. If a claim for replacement or repair is rejected or modified by the City Manager, the claimant may request a hearing before a hearing board as established by Resolution No. 5033 of the City of Eureka. Such request for review shall be made within three (3) working days of the employee's receipt of the rejection or modification of payment.
5. This policy shall be applicable only to claims not in excess of five hundred dollars (\$500). Claims in excess of five hundred dollars (\$500) shall follow the procedures as outlined in Resolution No. 5033 of the City of Eureka.
6. This policy shall not be applicable to personally owned tools and instruments required to be used on the job, e.g., mechanic's tools, etc.