

## **ARTICLE VIII: EMPLOYEE EXPENSES AND MATERIALS**

- 8.1 **Non-Owned Automobile Insurance** - The College District agrees to provide the secondary personal injury property damage insurance to protect employees in the event that employees are required to use their personal vehicles on employer business. The employees shall have the right of refusal unless otherwise specified in writing at the time of employment.
- 8.2 **Physical Examinations** - The College District agrees to provide the full cost of any medical examination required as a condition of continued employment.
- 8.3 **Property Damage** - The College District shall reimburse an employee up to one-hundred dollars (\$100.00) for each incident which exceeds ten dollars (\$10.00) for any stolen, damaged, or destroyed personal property of the employee while on duty, on College District property, or on a College District-approved activity provided there was no negligence by the employee. Property damage claims for items that have been previously reimbursed shall be referred to the EERC for approval.
- 8.3.1 For the intent of this section, "personal property" is defined as eyeglasses, hearing aids, dentures, watches or articles of clothing.
- 8.3.2 Vehicle damage shall be covered if the following conditions are met: (1) the employee was authorized to use their vehicle in a College District-approved activity, (2) there was no negligence by the employee.
- 8.3.3 In the event an employee is reimbursed pursuant to this section, the College District shall have the right of recovery to the extent of such payment from the party committing the theft or damage to property.
- 8.3.4 An employee filing a claim pursuant to this section shall file said claim on the College District-prepared claim form no later than three (3) working days following the damage or loss of the property in question. The College District retains the right to inspect all damaged property and to require full disclosure of witnesses, prior conditions, and full description and/or serial numbers of damaged or stolen property. A police report of the incident may be required prior to consideration by the College District.
- 8.4 Employees in the classifications of Lead Campus Police Officer and Campus Police Officer may be required by the College District to wear College District-provided uniforms while on duty. If the employee is required to wear a uniform, the College District shall provide the employee with five (5) shirts, five (5) pairs of trousers, an appropriate jacket, and cap (optional). The College District shall be responsible for the dry cleaning of one uniform per officer per day. The College District will contract with a local dry cleaning vendor designated by the College District. Police Officers shall be responsible for dropping off and picking up their uniforms. The College District shall replace uniforms as needed, at no cost to the employee.