



**MONTANA STATE HOSPITAL
POLICY AND PROCEDURE**

**REIMBURSEMENT FOR DAMAGED
EMPLOYEE OWNED PROPERTY**

Effective Date: December 11, 2015

Policy: HR-13

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- I. PURPOSE:** To delineate employee and employer responsibilities regarding damage to or loss of personal property brought to the Hospital for use by an employee.
- II. POLICY:** Employees are ordinarily responsible for personal items they bring to work. The Hospital *may* reimburse employees for items such as eyeglasses, hearing aids, etc. damaged during the process of providing personal care or physical intervention to a patient. Decisions to make reimbursement will be made on a case-by-case basis dependent on circumstances in each instance. This will be based on the necessity of the item to performance of the employee's job and the Hospital's responsibility in the matter. Jewelry other than wristwatches will not be reimbursed. The Hospital will not necessarily be responsible for vandalism/damage to vehicles or other employee owned property by patients of Montana State Hospital, unless an act or omission on the part of the Hospital led to the occurrence.

Reimbursement will ordinarily be based on the market or actual cash value of the damaged item rather than the replacement cost of the item.

III. DEFINITIONS:

- A. Personal Items include but are not limited to: keys, money, pocketbooks, purses, billfolds, textbooks, vehicles, electronic devices, jewelry, wristwatches, eyeglasses, hearing aids, etc.

IV. RESPONSIBILITIES:

- A. Hospital Administrator - To authorize reimbursement for personal items under certain circumstances when determined appropriate.
- B. Safety Officer – to review information provided by employees and make a recommendation *for reimbursement* to the Hospital Administrator.

V. PROCEDURE:

- A. Employees requesting reimbursement for damage to a personally owned item will provide a complete description of the incident and the item for which reimbursement is requested by completing an Incident Report and a Reimbursement Request Form to

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the Safety Officer. The employee will also clearly identify the amount of reimbursement requested.

- B. The Safety Officer will review the information, conduct further inquiry as needed, and make a recommendation to the Hospital Administrator regarding reimbursement.
- C. The Hospital Administrator will determine whether reimbursement is appropriate. This decision will be primarily based on: the importance of the item to the employee's ability to carry out their duties; and the extent to which the Hospital is responsible for the damage.
- D. Reimbursement for vehicle damage may be limited to the amount of the deductible carried on the employee's insurance coverage, if the damage is caused by a Hospital patient, but is not necessarily the Hospital's responsibility.

VI. REFERENCES: None

VII. COLLABORATED WITH: Hospital Administrator, Safety Officer

VIII. RESCISSIONS: HR-13, *Reimbursement for Damaged Employee Owned Property* dated April 22, 2014; HR-13, *Reimbursement for Damaged Employee Owned Property* dated February 3, 2011; HR-13, *Reimbursement for Damaged Employee Owned Property* dated August 1, 2007; HR-13, *Reimbursement for Damaged Employee Owned Property* dated August 30, 2006; HR-13, *Reimbursement for Damaged Employee Owned Property* dated December 18, 2002; HOPP 6-0PA.062582, *Personally Owned Articles Brought to Montana State Hospital by Hospital Personnel* dated April 8, 1996.

IX. DISTRIBUTION: All hospital policy manuals

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Safety Officer

XII. ATTACHMENTS: For internal use only.

A. Reimbursement Request Form

Signatures:

John W. Glueckert
Hospital Administrator