

## Personal Property

If an employee has a claim for personal property loss or damage as covered by policy 3022, the following procedures will be followed in order for the claim to be considered.

1. The employee will contact his or her immediate supervisor at the end of their shift.
2. The employee will write an anecdotal record of the incident including date, time, where, how, etc., to be completed and given to the employee's immediate supervisor within 24 hours of the incident.
3. Provide a statement from any witnesses to the occurrence within 24 hours of the incident.
4. The employee's immediate supervisor will submit to the Administrative Director all required information within 48 hours of the incident.

3022-R

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