

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 1/89	SECTION: Fiscal Management
BOARD APPROVED ON: 1/89	DATE REVISED: 07/01/15, 07/18/17, 07/29/26	SUBJECT: Reimbursement for Damaged Items
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 07/18/17, 11/21/18, 12/16/20, 12/16/2022, 07/29/26		POLICY #: EC-003
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I. APPLICATION

This policy applies to all staff employed by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to reimburse the replacement value or repair cost for damage to clothing and personal items, such as eyeglasses, which are necessary to perform job duties. Damage must be a result of client action/behavior.

Documentation of repair cost from the vendor is required.

Damage must occur during the course of employment and the employee must be acting within the scope of their employment.

Requests for replacement of items with a cost of \$100.00 or more require two written estimates.

Reimbursement will not be made for items which are unnecessary to perform the job. Such items include, but are not limited to, jewelry, expensive clothing, watches, musical instruments, etc.

III. NOTIFICATION/PROCEDURE

WHO

Employee

DOES WHAT

1. Notifies the program supervisor, as soon as possible, of damage to item.

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II. NOTIFICATION/PROCEDURE (continued)

WHO

DOES WHAT

Employee

2. Submits a written request for reimbursement to the program supervisor which provides the following information:
 - a. Date and time damage occurred.
 - b. Description of item damaged.
 - c. How item was damaged
 - d. Original receipt indicating that item was repaired. If item is not repairable, then a written statement from a vendor indicating item cannot be repaired.
 - e. If the request is for replacement, the item should also accompany the request.

Program Supervisor

3. Ensures that necessary information accompanies request.
4. Reviews the request and supporting documentation. Then makes recommendations to the appropriate division director regarding reimbursement.

Division Director

5. Makes decision on reimbursement request after consulting with executive director. If reimbursement is denied, give a written explanation to the employee.
6. Informs accounts payable/receivable clerk in writing that reimbursement needs to be made. Division director creates purchase order, attaches receipt, and letter from employee with the program supervisor's recommendation.

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Accounts
Payable/Receivable Clerk

7. Processes check for reimbursement.