



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Staff Personal Property Damage Reimbursement

Section – Policy Number:

B: Financial Management – 4.1

Supersedes:

I-B-4.1 (01/00)

Effective Date:

07/30/2012

Date of Last Review:

07/30/2024

Related Standards and References:

- [ORS 183.310 through 183.502](#) (General Provisions; Adoption of Rules; Contested Cases; Judicial Review; Appeals from Circuit Court; Alternative Dispute Resolution)
- [ORS 420A.220](#) (Damage to property of employee of Oregon Youth Authority; claims; payment)
- [Applicable Collective Bargaining Agreements](#) (SEIU; AFSCME Local 191)
- [OYA forms](#): YA 2235 (Personal Property Damage Claim Form) YA 8300 (Incident/Accident/Hazard Report)
- Other forms: [SAIF 801 \(Workers' Compensation Claim Form\)](#)

Related Procedures:

- None

Policy Owner:

Accounting Manager

Approved:

Fariborz Pakseresht
 Fariborz Pakseresht, Director

I. PURPOSE:

This policy provides general standards for OYA staff personal property damage reimbursement to include allowances, limitations and the claim process.

II. POLICY DEFINITIONS:

None.

III. POLICY:

OYA staffs' personal clothing or effects (including eyeglasses, clothing, and watches) may be damaged while staff perform their official duties. A staff member may file a reimbursement claim pursuant to these general standards.

IV. GENERAL STANDARDS:

A. Allowances

1. OYA may audit, allow, and pay a claim made by a staff member for damage to the staff member's personal property if:

- a) The property damage resulted from the staff's employment with OYA; and
 - b) The staff member filed a written claim with the staff member's immediate supervisor within 180 days after the staff member discovered or should have discovered the damage.
2. Claims are limited to the actual damage repair or replacement cost, up to limits prescribed in this policy.
 3. A sales receipt or substantiated cost estimate prepared by a company that can replace or repair the item is required.
 4. All claims must be based on reasonable costs, which are subject to agency review.

B. Limitations

No claim will be paid when -

1. The amount sought exceeds the funds appropriated to the agency for this purpose;
2. The damage has been compensated by liability insurance or otherwise;
3. The damage was caused by negligence of the party damaged;
4. A suit or an action of law would be barred by any appropriate statute of limitations;
5. The claim for damage to a watch, watchband, or both exceeds \$67 (reimbursement will be made at \$67);
6. The claim for damage to clothing or a sundry item such as a blouse, shirt, pants, or similar item exceeds \$46 (reimbursement will be made at \$46);

If the staff member has the option of wearing state-provided clothing but was not doing so at the time of the damage, the reimbursement rate will be the lesser of \$46 or the staff member's actual cost.

7. The claim for damage to required glasses or contacts exceeds the cost to repair or replace;
 - a) Reimbursement will be made at the lesser of the two costs.
 - b) Such reimbursement may be allowed only in instances where the glasses or contacts are required in the

course/scope of the job and the staff member was wearing them at the time of the incident that caused the damage.

8. Damage is to personal vehicles;

Staff may submit such claims to private insurance, or to the Department of Administrative Services, Risk Management Division (DAS-RMD) if the state may be liable for damages.

9. Damage is to jewelry, radios, electronic devices, non-prescription glasses/sunglasses or other personal items deemed unnecessary to perform the staff member's job; or
10. Replacement cost exceeds original cost as documented by original purchase receipt and replacement receipt. Reimbursement will be made at the lowest cost.

C. Claim process

1. Staff must retain and process the damaged item with the written claim.

If the item is maintained by the staff member for use (e.g., damaged eyeglasses that can be temporarily repaired), the staff member's supervisor must inspect the item and attest to the damage.

2. Staff must complete a YA 2235 (Personal Property Damage Claim Form) including:

- a) Details of the incident that caused the damage;
- b) Copies of all sales receipts or substantiated cost estimates prepared by a company that can replace or repair the item; and
- c) Names of witnesses to the incident.
- d) If the claim is for eyeglass or contact lens damage reimbursement, staff must also:
 - (1) Complete a YA 8300;
 - (2) Obtain an estimate of repair/replacement (eye exam cost is *not* reimbursable);
 - (3) Submit the claim within 180 days after the staff member discovered or should have discovered the damage; and
 - (4) If medical treatment is necessary, complete a SAIF 801. SAIF will process the claim for reimbursement.

3. Written claims for reimbursement will be processed as follows.
 - a) The staff member (claimant) must complete a YA 2235 and forward it to his/her immediate supervisor.
 - b) The staff member's immediate supervisor must ensure appropriate documentation is provided in the YA 2235.
 - (1) The supervisor must return the YA 2235 to the staff member for completion if insufficient documentation is submitted.
 - (2) Facility supervisors must forward the YA 2235 to the superintendent or camp director when sufficient documentation is submitted.
 - c) The superintendent, camp director or field supervisor must:
 - (1) Approve the claim and process payment according to local practice, or
 - (2) Deny the claim, and note the decision on the YA 2235.
 - d) The supervisor must send a copy of the approved YA 2235 to the local Safety Committee for a safety review.
 - e) The local Safety Committee must make written safety recommendations to limit future incidents when necessary.

D. OYA's decision to reject any claim filed is final, and is not subject to review under [ORS 183.310 - 183.550](#), or by any other agency or court.

The provisions of this policy do not affect any other remedy that may be available to the claimant under law.

E. If the staff member claimant owes a debt to the State of Oregon or any state agency, OYA must deduct the amount of the debt from the reimbursement.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO