



## THORNTON TOWNSHIP HIGH SCHOOL DISTRICT 205

465 EAST 170<sup>TH</sup> STREET • SOUTH HOLLAND, ILLINOIS 60473-3481

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WWW.DISTRICT205.NET

*Dr. Stacey, McJunkins, Interim Superintendent*

TO: High School District 205 Employees

FROM: Mr. Robert J. Charnot, Business Operations Consultant

DATE: October 2, 2014

RE: **District 205 Personal Property Loss Explanation**

The Board of Education and administration have taken many steps to ensure the safety of personal property of employees. In spite of these steps and the employee's attention to the care of personal property, losses will occur. The purpose of this bulletin is to define the procedures for protecting personal property and the process of filing a claim for a personal loss.

Each employee contract outlines the coverage for a personal loss. For the teaching staff this information is contained in Article 11; for secretaries in Article 18; for paraprofessionals in Article VI; and buildings, grounds and maintenance employees in Article 10.

If you have experienced a personal loss obtain a "**Personal Loss Claim Form**" from the Building Administrators' Office and complete the form as soon as the loss is discovered. The Building Administration **must** conduct a complete and thorough investigation and return the form to the Business Office with 5 business days. **If damaged property is involved, Building Administrator should examine the damaged property.** If you have a car which has been damaged so that it cannot be driven, the Building Administrator will provide the employee with assistance in resolving the transportation problem.

If an automobile is not operable or is damaged to the point of making driving unsafe, an immediate remedy may be sought with administrative approval. If no building administrator is available, the District Business Office should be contacted.

Once the form has been completed, follow the instructions for: [1] cash or personal property loss; [2] damage claim under \$100; or [3] damage claim over \$100. If the instructions are unclear or if a problem exists in following the instructions, please contact the Business Office for a clarification.

The employee can expect a response from the Business Office within two weeks of submission of the form to the Building Administrators' office. A final determination can be provided to all employees if the "Personal Loss Claim" is fully completed and all steps are followed as stated. Lack of following the procedures, will cause a delay in processing the claim. If the employee does not receive a response to the claim, the Business Office should be contacted.

Mr. James Walton, Jr., Principal  
THORNRIDGE HIGH SCHOOL  
15000 Cottage Grove Ave.  
Dolton, Illinois 60419  
708.841.5180

Mr. Tony Ratliff, Principal  
THORNTON HIGH SCHOOL  
15001 Broadway Ave.  
Harvey, Illinois 60426  
708.596.1000

Mr. Dennis Willis, Principal  
THORNWOOD HIGH SCHOOL  
17101 South Park Ave.  
South Holland, Illinois 60473  
708.339.7800

All staff employees covered by a personal loss provision in the contract that covers their employee group must have personal property approved that is considered beyond "reasonable personal property." Reasonable personal property includes: coat, purse, cell phones, automobile, or clothing. Other items such as electronic devices, calculators, computers, or sports equipment must have administrative approval if it is to be covered in case of a loss. You must submit the attached form to the building administration if "other personal property" is requested to be covered in case of loss. Submission of the form does not guarantee that an item will be covered. Staff will be informed of any items not approved as "acceptable personal property."

Each school will allow staff to store "expensive" personal property or large sums of cash in the "vault" with prior arrangements and approval. Requests for such arrangements should be made with as much advanced notice as possible. Such items will not be stored beyond one normal school day.

The district will attempt to secure employee automobiles in designated areas as outlined below:

<b>THORNBRIDGE:</b>	All staff should park in the <b>WEST</b> or <b>SOUTH</b> lot
<b>THORNTON:</b>	All staff should park in the <b>SOUTH</b> lot
<b>THORNWOOD:</b>	All staff should park in the <b>IDENTIFIED BLUE (A-G) OR GOLD (A,B)</b> lots

Questions on personal loss should be directed to the building administration or the Business Office.

#### **Procedures for Filing a Claim**

1. Obtain and complete the PERSONAL PROPERTY APPROVAL FORM within 10 business days of loss– form located in the Building Administrators' office.
2. Attach all supporting documents, such as receipts, original invoices, etc.
3. Return the completed form, attachments and supporting documents to the Building Administrator within 5 business days of incident.
4. Building Administrator will investigate the incident within a 1 week period and will submit results & recommendation to the Business Manager at Central Office.
5. Business Office will respond within two-weeks of submission.

**Thornton Township High Schools  
District 205  
South Holland, Illinois**

**PERSONAL PROPERTY APPROVAL FORM  
2014-2015**

To be completed by employees who are requesting approval to have "other" than customary personal property on district property. Such requests are **not** necessary for automobile, purse, clothes, and cell phones. However, this request form is necessary for such items as electronic devices for classroom use such as but not limited to calculators, computers, i-pads, and coaching equipment (such as tennis rackets, golf clubs, special warm-ups, etc.), books, etc.

**ALL PERSONAL PROPERTY MUST BE REMOVED FROM THE BUILDING AT THE END OF THE SCHOOL YEAR. THE BOARD OF EDUCATION WILL NOT REIMBURSE FOR LOSS OF PERSONAL PROPERTY LEFT IN THE BUILDING DURING THE SUMMER.**

Complete this form and return to the building administration.

**PERSONAL PROPERTY REQUESTED TO HAVE APPROVED**

	<u>Brand</u>	<u>Model No.</u>	<u>Cost</u>
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____

Reason for such property to be on District 205 property:

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\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

BUILDING ADMINISTRATION

APPROVED

DISAPPROVED

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

**(A copy should be returned to staff member after Administrator has signed form)**

*To be kept on file in the Building Administrators' Office.  
A copy is to be attached to the "Personal Loss Claim Form"*