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| PERSONAL PROPERTY DAMAGE | | | | NO. 440 | |
| POLICY:  An employee of Winning Wheels shall be eligible for reimbursement for personal property damage caused by patients.  PROCEDURE:  In order to receive reimbursement for damaged personal property, an employee should follow these guidelines:   * The facility will reimburse employees for damaged items that are considered reasonable work attire. * The facility shall reimburse for personal property damage caused by patients. * An Incident Report and the damaged article should be sent to their Supervisor who in turn will forward said report to the Administrator. * The amount of reimbursement will be based on the age and condition of the damaged article and the facility's determination of a reasonable replacement cost. * A reimbursement check will be issued upon authorization from Administration. | | | | | |
| Approved: | Effective Date:  3/86 | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |