



PERSONAL BELONGINGS REIMBURSEMENT

Sunshine Village may reimburse employees toward replacement, cleaning, or repair for items damaged during the course of work. The following are the standard rates for damaged personal belongings:

Glasses up to \$100.00

Watches, purses, bags and clothing up to \$20.00

Requests for medical supplies

vehicle damage, and other items will be reviewed on a case-by-case basis

If damage is done to an employee's personal belongings during work hours, a request may be made within 5 business days for partial or full reimbursement from Sunshine Village. This request should be submitted to the employee's Supervisor with a detailed description of the incident, including a copy of the Incident/Restraint Report, if applicable. Photographs showing the damage, and an estimate to replace, clean or repair the item is also required. The Supervisor will forward it to the Executive Director. If the Executive Director finds sufficient cause, she/he will determine the amount of reimbursement Sunshine Village will pay for the damaged belongings. A second estimate will be requested if the amount requested is more than \$500.

Jewelry may be worn at work as per the Sunshine Village dress code. However, the Agency will not reimburse staff for the cost of repairing damaged jewelry and will not reimburse staff for the cost of replacing jewelry that is damaged or lost during work.