

### **5.10.27. Employee Personal Effects Policy**

Source: Resolution #9-1445.

The employee personal effects policy permits an employee to bring a claim for replacement of the employee's personal property that is damaged or destroyed in the course of their employment.

The employee's claim must establish the type of property damaged or destroyed, the circumstances surrounding the loss, the monetary amount of the loss, and proof of cost for replacing the loss. The Board of Ramsey County Commissioners has delegated the authority to approve payment of these claims to the County manager or the Manager's designee. Claims in excess of ~~\$250~~ **\$750** must be submitted to the Board of Commissioners for approval.

**For more information contact:** County Attorney **Enterprise Risk Management**

**Cross Reference:** See Administrative Code, Chapter 3.40.36.