



## Loss or Damage to Personal Property

According to the JFT and JPPSS Collective Bargaining Agreement dated August 5, 2016, Article I states "A **teacher** is described as a teacher, counselor, librarian, speech therapist, social workers, educational diagnosticians, school psychologists and nurses."

According to the JFT and JPPSS Collective Bargaining Agreement dated August 5, 2016, Article IX states "A **teacher** who suffers damage to his/her clothing (including eyeglasses) and/or to his/her automobile, if such damage occurs during the performance of his/her duties and where such damage is in no way attributed to or occasioned by the negligence of the affected teacher, shall be reimbursed in the full amount of uninsured losses not to exceed five hundred dollars (\$500.00). Claims for reimbursement shall be submitted within ninety (90) days of the occurrence with all losses fully documented."

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_ Emp Id No. \_\_\_\_\_

Work Location & Description of Loss or Damage:  
\_\_\_\_\_  
\_\_\_\_\_

Date of Incident: \_\_\_\_\_

Location of Incident \_\_\_\_\_

Estimate of Repair/Replacement: \_\_\_\_\_

In Order To Process Your Claim The Following Must Be Submitted:

**For Loss:**

- 1) Copy Of Receipt Of Purchase Of Item Lost
- 2) Copy Of Insurance Coverage
- 3) Copy Of School Accident/Incident Report
- 4) Police Report
- 5) Copy of Voided Check for Direct Deposit

**For Damages:**

- 1) Copy Of Damage Repairs
- 2) Copy Of Insurance Coverage
- 3) Copy Of School Accident/Incident Report
- 4) Police Report
- 5) Copy of Voided Check for Direct Deposit

\_\_\_\_\_  
Teacher Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Chief Financial Officer Signature Date: \_\_\_\_\_

Upon completion please submit all proper documentation to [Victoria.Duhon@jpschools.org](mailto:Victoria.Duhon@jpschools.org)

*Internal Purposes Only:*  
Key: \_\_\_\_\_ Object: \_\_\_\_\_