

A written notice of rejection shall be sent to the claimant where appropriate, in response to a written claim filed with the Los Angeles Unified School District. Such rejections shall be reported to the Board of Education through the Operations Committee for ratification.

(Amended 6-22-87)

1668. INSURANCE PREMIUMS

Demands for payment of insurance premiums, based on orders duly issued, and approved by the Contract and Insurance Services Branch, shall be received by the Accounting and Disbursements Division, and paid in the same manner as other demands against the funds of the Board of Education.

(Amended 6-22-87)

1671. SETTLEMENT OF LOSSES

When any property covered by insurance is lost, damaged, or destroyed, a notice concerning the loss shall be sent immediately to all affected carriers or their representatives. The Contract and Insurance Services Branch shall act as adjuster for the Board of Education in the settlement of losses and shall execute Proof of Loss as authorized. The amounts shall be collected from the insurance companies concerned, shall be forwarded to the Accounting and Disbursements Division for deposit.

(Amended 6-22-87)

1672. REPLACEMENT OR REPAIR OF EMPLOYEES' PERSONAL PROPERTY

The Board of Education may pay the cost to replace and repair lost, damaged, destroyed, stolen or vandalized personal property of employees as provided below. Payment shall be subject to the availability of funds authorized by the Board for this specific purpose. The maximum limit for reimbursement shall be \$500, unless the employee is covered by a collective bargaining agreement which specifies other limits. Claims which are reported to the employee's personal insurance carrier shall be limited to the insurance deductible, if any, plus, any other noninsured loss which qualifies for payment under this Rule. In no case shall the Los Angeles Unified School District reimbursement exceed \$500 except that the Board may, upon application (see last two paragraphs of this Rule) and in its discretion approve a reimbursement in excess of the normal maximum or a reimbursement which does not otherwise qualify under the provisions below.

The Board shall pay the cost to repair and replace an employee's property necessarily worn or carried (such as eyeglasses, hearing aids, dentures, watches or clothing) damaged or stolen in the course of duty without fault of the employee. Items damaged beyond repair or stolen shall be reimbursed at the actual value of such items (subject to the

limitations herein) determined as of the time of the loss including normal allowances for depreciation.

No payment shall be made for any repairs of less than \$10, or any loss having a depreciated value of less than \$10, or for ordinary wear and tear.

A written request for reimbursement, co-signed by the immediate supervisor, for damage to property shall be filed by the employee with the Contract and Insurance Services Branch within 60 calendar days of the date of loss (effective July 1, 1988). The Contract and Insurance Services Branch shall conduct such investigation as may be necessary.

The District shall pay the cost to replace and repair the loss (from theft, damage or destruction by vandalism, burglary or arson) of personal property used in the schools or offices, when approval for such use was given by the site administrator before the property was put into use and the value of the property was agreed upon in advance (complete the Property Registration Form).

The District shall pay the cost to replace and repair the loss from damage to, or theft of, an employee's automobile as the result of the malicious act of another and without fault of the employee, while transporting others on authorized school business, or while the vehicle is parked or driven on or adjacent to school grounds, other District premises or the site of authorized District activities.

The District shall pay the cost to replace and repair the damage to an employee's automobile caused by students being transported by the employee on authorized school business.

Where a claim for loss involves a vehicle or theft of property, a report shall be made to the police station in the jurisdiction where the loss occurred and the police department report number included in the claim. If damage is to a vehicle, two estimates of the repair cost shall be provided. In the event the employee receives payment from the District pursuant to this section, the employee shall assign to the District the right to subrogate against those who caused the damage or loss, to the extent of its payment.

Claims shall be approved for payment by the Branch Director, Contract and Insurance Services, except that claims of Branch employees shall require approval by the Division Administrator, Business Services.

Ratifications of paid claims shall be presented to the Board by the Division Administrator, Business Services through the Operations Committee at the first available meeting following approval of payment.

If the Insurance Section denies a claim, an employee seeking review may appeal to the Division Administrator, Business Services Division. If the appeal to the Division Administrator, Business Services Division, is denied, the employee may then choose between filing a grievance pursuant to the grievance procedure set forth in the applicable collective bargaining agreement, or processing an appeal through the Division

Administrator, Business Services Division, for review by the Operations Committee. The Division Administrator, Business Services Division, subject to the limitations of law, may grant such request, including appeals of authorized amounts not to exceed \$2,500 notwithstanding the provisions of this Rule and the Chief Business and Financial Officer is authorized to draw warrants necessary to pay for such resolutions.

The Operations Committee may review and investigate any request for reimbursement and, subject to the limitations of law, grant such request notwithstanding the provisions of this Rule.

(Amended 1-14-91)

1673. CANCELLATION OF INSURANCE POLICIES

Insurance policies shall be canceled with Board of Education approval when deemed advisable, and the unearned premium forwarded to the Accounting and Disbursements Division for deposit.

(Amended 6-22-87)

1675. INSURANCE RECORDS

The following records of insurance policies shall be maintained by the Contract and Insurance Services Branch of the Business Services Division:

- A. Subject of the insurance;
- B. Agents or brokers through whom the policies are written;
- C. Insurance companies carrying the insurance;
- D. Premiums and rates.

(Amended 6-22-87)

1680. DESCRIPTION - HEALTH AND WELFARE PROGRAM

The Los Angeles Unified School District-sponsored employee health and welfare program is established for those employees who make the District their regular place of employment and who receive their primary source of income from such employment and for those employees retired from District service as provided under Board Rule 1681-B.

- A. The purposes of the program: