

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

---

**SECTION 8:** Safety, Security, Emergency Management

**POLICY: 8.034**

**SUBJECT:** Payment of Staff Personal Property  
Claims

---

**POINT**

**PERSON: DUSTY CHARTERS**

**APPROVED: GREG ROBERTS**  
**SUPERINTENDENT**

**DATE: November 3, 2011**

---

### I. PURPOSE

- A. This policy establishes a procedure for payment of claims submitted by employees, volunteers, and students of Oregon State Hospital (OSH) for compensation for damage to personal property caused by a patient, as a result of the employee's duties.
- B. This policy does not apply to the repair or replacement of "prosthetic appliances", including eyeglasses and hearing aids, which are subject to a request for payment through the workers compensation claim process when in use during work related duties.
- C. Damage to personal property must have occurred during the performance of the employee's official duties or other activities or functions of the hospital.

### II. PROCEDURE

- A. Claims shall be submitted on the "Application for Staff Reimbursement of Damaged Property" form and sent to the Director of Risk Management of Oregon State Hospital.
- B. The claim filed shall be reviewed and limited to the actual costs as substantiated by receipts for replacement of the damaged item or to the best estimate of the cost for replacement or repair of the damage. The OSH Director of Risk Management shall base all claims on reasonable costs.
- C. The claim shall include the following:
  - 1. Written statement by the claimant outlining in detail the circumstances and time of the event,

---

**SUBJECT: Payment of Staff Personal Property Claims**

**POLICY NUMBER 8.034**

**DATE: November 3, 2011**

**PAGE 2 OF 3**

---

2. Review and certification by supervisory staff that a patient was involved in the event, causing damage to the property,
  3. Copies of all receipts or estimates for replacement or repair of damage resulting from the event,
  4. Names of witnesses, if any, to the event.
- D. Claim forms shall be sent to the OSH Director of Risk Management.
- E. The OSH Director of Risk Management shall review the submitted documentation to determine if the claim is valid and shall determine if there is a debt owed to the employee.
- F. Claims shall not be approved under the following circumstances:
1. Where the amount sought exceeds the funds appropriated for this purpose.
  2. Where the person incurring injury or damage has been or will be compensated by liability insurance.
  3. Where the cause or occasion of the damage results from the conduct or negligence of the person making the claim.
  4. Where a suit or an action of law against a private person, on a cause based upon the same facts stated in the claim, would be barred by any appropriate statute of limitations.
  5. Where the claim for damage to an article of clothing/sundry item such as a blouse, shirt, pants, or similar item exceeds \$40.00. In this case, reimbursement shall be made at \$40.00.
  6. Where the claim for damage to a watch and/or watchband exceeds \$50.00. In this case the reimbursement shall be made at \$50.00.
  7. Where personal items are unnecessary in the completion of job duties, as determined by the OSH Director of Risk Management, for example, jewelry, radios, non-prescription sunglasses.
  8. Where replacement cost of an item is beyond a reasonable replacement value, for example, designer eyeglass frames.

---

**SUBJECT: Payment of Staff Personal Property Claims**

**POLICY NUMBER 8.034**

**DATE: November 3, 2011**

**PAGE 3 OF 3**

---

9. Where replacement cost exceeds the original cost as documented by original purchase receipt and replacement receipt or where the replacement cost is unreasonable.
- G. The cost of repair or replacement of prosthetic appliances damaged when in use at the time of and in the course of a work related incident is a compensable medical expense. A prosthetic appliance is an artificial substitute for a missing body part or any device by which performance of a natural function is aided, including but not limited to hearing aids and eyeglasses. Reimbursement for prosthetic appliances shall be requested through the workers compensation claim process.

### **III. REFERENCE**

OSH Policy #5.017- Dress Wear of Staff/Volunteers  
ORS 179.210, 179.230  
OAR 436-010-0230(12)

Replaces OSH Policy and Procedure 8.034, *Payment of Personal Property Claims by Employees*, dated 10/09/2007.