

PERSONAL PROPERTY DAMAGE REIMBURSEMENT FUND

Guidelines

1. Loss of personal property must have resulted from:
 - A. Assault, which occurred in the course of employment
 - B. Vandalism or theft at the school site or at another location while on school business.
2. The fund consists of \$10,000 annually for Cincinnati Federation of Teachers (CFT) and \$1,000 annually for Association for Cincinnati Public School Office Personnel (ACPSOP).
3. When the fund is exhausted, the Board shall have no further obligation to pay such claims.
4. After personal insurance coverage has been exhausted, the fund has a \$100.00 deductible, except in cases of loss due to an assault by a student.
5. The fund does not cover loss of cash.
6. Claims will be processed in the order they are received.
7. If the claim exceeds \$500, \$500 will be paid at the time of approval. The remainder will be paid at the end of the calendar year, in the order claims are received, providing funds are available.
8. If approval is disputed, an appeal may be made to the representatives of CFT/ACPSOP serving on the Employee Benefits Committee, by contacting the CFT office in writing. Decisions of the committee are final

Procedures

If you experience a loss due to personal property damage, follow these steps:

1. Obtain claims forms from:
 - CFT Office
 - 2721 Central Parkway, Suite B
 - Cincinnati, Ohio 45225
 - 961-2272The CFT office will verify that the employee is represented by CFT or ACPSOP.
2. Complete all forms and attach required documentation:
 - A. Personal Property Damage Reimbursement Claim Form.
 - B. Related correspondence from insurance company, including a copy of the insurance company draft.
 - C. Proof of payment of deductible amount.
 - D. Original receipts for replacement of damaged items.
3. Forward all forms to:
 - Cincinnati Public Schools
 - Office of General Counsel
 - P.O. Box 5381
 - Cincinnati, Ohio 45201-5381