



PERSONAL BELONGINGS ON DIVISION PROPERTY

From time to time, employees leave personal belongings on Division property. Employees shall be aware that they do so at their own risk. When employees experience loss or damage to their belongings left on Division property, the Division will accept liability only when an authorized agent of the Division has specifically requested the use of such property by the Division for a specified period of time. Authorized agents who may make such a request are the Chief Superintendent, Area Superintendent, Principal and Secretary-Treasurer.

Personal property in Division housing is the responsibility of the tenant. Employees living in Division housing are encouraged to acquire tenant's insurance covering loss of or damage to their personal property.

Adopted September 1, 2009		
---------------------------	--	--