



## **PERSONAL BELONGING REIMBURSEMENT**

Sunshine Village may reimburse employees at the following rates for damaged personal belongings:

Glasses up to \$100.00

Watches, purses, bags and clothing up to \$20.00

Medical supplies on a case-by-case basis

Interior vehicle damage on a case-by-case basis

If damage is done to an employee's personal belongings during work hours, a petition may be made for partial or full restitution from Sunshine Village. This petition should be submitted to the employee's Supervisor with a detailed description of the incident and an attached copy of the Incident/Restraint Report if applicable. The Supervisor will review and sign the petition and forward it to the Executive Director. If the Executive Director finds sufficient cause, she/he will determine the amount of reimbursement Sunshine Village will pay for the damaged belongings.

Jewelry may be worn at work as per the Sunshine Village dress code. However, the Agency will not reimburse staff for the cost of repairing damaged jewelry and will not reimburse staff for the cost of replacing jewelry that is damaged or lost during the course of work.