

**3341-6-22 Financial Responsibility of Personal Property.**

Applicability	All University units
Responsible Unit	The Vice President for Finance and Administration
Policy Administrator	The Office of Public Safety

**(A) Policy Statement and Purpose**

In response to inquiries involving loss or damage of personal property on university premises, please realize that personal property brought into the workplace is done so at the employee's own risk.

**(B) Policy**

This would include wallets, purses, artwork, decorations, radios, personal papers, books, periodicals and other materials whether or not they are used in conjunction with an employee's job responsibilities. While the university recognizes its responsibility to provide a working environment that is as safe and secure as possible, it cannot accept responsibility for loss of personal property or vehicles which are personal property. All faculty, staff and students are encouraged to purchase a standard homeowner or renter's property insurance policy, which in most cases will provide some coverage for losses of personal property at work.

Registered Date: March 17, 2015