

Subject: **Loss of, or Damage to Personal Property**

Applies to: All Faculty and Staff

I. Policy: The University is not liable for loss of, or damage to, personal property occurring on University premises unless such loss or damage is a direct result of University negligence and not the result of fault or negligence on the part of the owner.

II. Guidelines:

A. The University is not liable:

1. For the theft of personal property left in a staff member's vehicle parked in a University lot, nor for the loss of or damage to a vehicle.
2. For the theft of money or valuables left in a staff member's desk, office, or work area, nor clothing left on a coat rack or in a locker.

III. Procedures:

A. Faculty and staff questions regarding a potential claim against the University which represents loss or damage due to University negligence should be directed to the Director of Risk Management, Office of Counsel.

B. The loss must be promptly reported to Security.