

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 on a University lot, nor for the loss of or damage to the 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.