



As of 2024

School District of Holmen Property Loss and Insurance Provisions Affecting the Processing of Claims

District Property Loss - Coverage

The District has chosen to self-insure for all but the most extreme (+\$25,000) property losses.

Property losses less than \$1,000 --

Property replacement decision and funding source will be the responsibility of the Building/Program.

Property losses over \$1,000 but less than the property insurance deductible (\$25,000 as of 2019-20 fiscal year) --

Property replacement decision and funding of the first \$1,000 will be the responsibility of the Building/Program. The District will fund replacement costs between \$1,000 and the District's deductible amount.

The exclusive method of funding by the District will be payment directly to the provider of the goods and/or services restoring the property loss. There will be no credit to budgets or accounts as a method of recovery for property losses.

NOTE: If a loss is not corrected by purchase of a replacement item(s) or service(s) rendered to repair damage, there will be no payment or adjustment made by the District. i.e. If there is hail damage, and the District chooses not to have the roof, playground equipment, etc. repaired, there will be no credit given to the Budget Authority.

Property losses over the deductible amount --

Claims above the deductible must meet all requirements of the District's commercial insurance carrier. The first \$1,000 of the deductible will be the responsibility of the Building/Program. The next \$24,000 of the deductible will be the responsibility of the District.

The District has the final authority on whether or not to replace property losses over \$1,000.

District Property Loss - General Provisions

1. All property loss will be valued at the "replacement cost" consistent with the District's current property insurance policy.
2. In all cases subrogation shall apply.
3. Lost/misplaced items will not be covered.
4. Claims on stolen items must be accompanied by a police report. In the case of stolen items, consideration will be given to physical evidence verifying the theft in determining if the loss qualifies as a theft.
5. The District will seek prosecution in cases of fraud.

Employee Property Loss

Per the Employee Handbook Part I, Section 3 – “The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to vehicles parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.”

Non-Employee Property Loss

The District will assume financial responsibility for losses associated with the property of others only when there is a clear demonstration that negligent behaviors, actions or inactions of the District resulted in the loss. The percentage of negligence by the District will be determined by the degree to which the District’s behaviors, actions and/or inactions contributed to the loss. In determining the District’s financial responsibility, this percentage will be applied to the lower of either the actual cash value of the property or the cost of repair of the property. Factors that may be considered are: extenuating circumstances, applicable law, prior communications, common understanding, past practice, written commitments and other factors.

Reporting Losses and Claims Procedure:

Should a property loss occur, please refer to the Steps as outlined below.

Steps to be Followed:

1. The Budget Authority(ies) will report property loss events to the Business Services Staff member assigned to insurance claims processing duties.
2. The claim will be reviewed by the Executive Director of Finance & Operations, or his/her designee, for completeness and to determine if a claim will be filed with the commercial property insurance carrier.
3. The Executive Director of Finance & Operations will make and communicate a property loss coverage determination (funding by Building/Program, District, commercial insurance carrier, other liable parties, etc.).
4. The Budget Authority processing the loss will, as appropriate, coordinate with other Budget Authority(ies) the use of loss recovery funding sources whether or not the finance replacement or service had been approved.
5. Claim requests will be processed and coded to a specific set of accounts.
6. It will be the Budget Authority’s responsibility to follow through and ensure corrective measures are completed.