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Title of Document: Employee Personal Property Damage Reimbursement
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Applicability: All DDSN State Employees

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS (DDSN). THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. DDSN RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE

A provision in the State Appropriations Act authorizes The South Carolina Department of Disabilities and Special Needs (DDSN) to replace personal property of an employee that has been damaged or destroyed by a person receiving services through DDSN. The replacement of personal property may be made if the loss has resulted from actions by the employee deemed to be appropriate and in the line of duty; and if the damaged or destroyed item is found to be reasonable in value and necessary for the employee to carry out the functions and duties of their employment.

POLICY

Reimbursement for replacement of damaged or destroyed items shall not exceed the limits per item as listed below, per incident. The State Director or designee shall determine whether a claim under this provision meets the necessary requirements. Nothing in the above-mentioned provision creates an entitlement in favor of the claimant. Reimbursement by DDSN is an effort to maintain employee

morale without an admission of liability. Pursuant to the statutory provision, DDSN has developed the following guidelines for reimbursement of employee claims.

GUIDELINES FOR REIMBURSEMENT

The following requirements must be met, prior to reimbursement:

- The property loss suffered by the employee must be found to have been caused by an act of a person within DDSN's care;
- The employee must be acting within the scope of his/her duties; and
- The affected item of personal property must be reasonable in value and necessary for the employee to carry out the functions and duties of his/her employment.

REIMBURSEMENT LIMITS

Reimbursement for loss under this policy shall not exceed the cost per item, per incident as listed. These amounts shall be considered as maximum reimbursement for a particular item. Generally, a reimbursable claim is limited to the cost, cost of repair, or replacement cost whichever is less. Claims for loss which coincide with an injury to the employee may be covered under workers' compensation provisions. All claims approved for reimbursement will be paid out of the designated budget where the employee claiming the loss is employed.

Personal property reimbursement schedule is as follows:

ITEM	MAXIMUM ALLOWANCE
Eyewear (Glasses)*	\$150
Eyewear (Glasses-Lens)	\$120
Eyewear (Contact-Lenses)	\$50/lenses
Clothing	\$30/item
Jewelry	\$50
Watch repair	\$50

VEHICLE CLAIMS

DDSN will reimburse employees for loss or damage to their vehicle while located or parked at a departmental facility. Any claims over \$250.00 must be filed through the Insurance Reserve Fund under DDSN's General Liability Tort Coverage. A claim for reimbursement may be initiated by the employee by filing an incident report. The Regional Center Facility Administrator will then ensure the paperwork is sent to the Central Office Legal Division for processing. South Carolina law requires driver's secure personal insurance for vehicle damage.

CLAIM PROCEDURE

A claim for reimbursement in accordance with the provisions of this directive may be initiated by filing an incident report. This report shall include, at a minimum, the following information:

- A full explanation of the incident, time and place, which caused the loss or damage to personal property;
- The name of the residents involved;

- The name of any witnesses; and
- A description of the damaged or destroyed personal property, to include pictures, receipt for replacement item or two (2) estimates of the cost of replacement or repair, as appropriate. The damaged item must be made available for evaluation.

Claims should be submitted as soon as possible after the incident. Late claims may jeopardize the investigation of the claim and reimbursement. Submission of false claims may subject the employee to disciplinary action.

Regional Centers

The Consumer Supports Division shall immediately forward the claim to the DDSN Regional Center Facility Administrator for review and approval. Upon approval, the Facility Administrator shall submit the request to their local Finance Department for processing.

Central Office and Autism

On behalf of the employee, an Executive Management staff member shall immediately forward the claim to the Central Office Finance Department for approval and processing.

PAYMENT

A claim report, the DDSN Regional Center Facility Administrator's or Executive Management's approval, and the designated Finance Department's decision shall constitute the supporting documentation for the financial transaction, and will procure a check for the approved amount.

LIABILITY

This procedure may be changed, modified, or terminated at any time by DDSN. No rights to claimants or their successors will accrue pursuant to this provision; nor will any action taken under this provision be subject to appeal. This procedure does not in any way affect an employee's right to file a claim against DDSN or the State pursuant to the State Tort Claims Act. The sole purpose of this provision is to gratuitously address employee property damage in a fair and consistent manner.

Eddie L. Miller, Chairman

Michelle Woodhead, Vice-Chairman

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To access the following attachments, please see the agency website page "Current Directives" at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

Attachment Employee Personal Property Damage Report