

VIII-2 Blanket Property Coverage for Employees Personal Property Located on University Premises

NORTHWESTERN STATE UNIVERSITY
Blanket Property Coverage for Employees Personal
Property Located on University Premises

- I. Purpose and Scope:** This procedure outlines the method of securing property coverage for employees personal property while the property is located on state premises.
- II. Reference:** Office of Risk Management Insurance Information Notice 92-2
- III. Responsible Area:** University Affairs
- IV. Procedure:**

"If employees have brought personal property to the office, not just for the employee's use, but for use by anyone in the office, and the property is under the care, custody and control of the state and not the care, custody and control of the employee, the state's property insurance would cover the loss, providing the loss resulted from a covered peril. The state agency is responsible for maintaining documentation in its file as to an executed agreement stating the value of the property, with such agreement being dated and signed (by both state agency and owner of property) prior to a loss occurring. In the event of a loss, the ORM claims adjuster will ask for such documentation as part of the claim investigation."

Employee

1. Sign and date agreement certifying that employee has brought personal property to the office, not just for the employee's use, but for use by anyone in the office, and acknowledging the property is under the care, custody and control of the state and not the care, custody and control of the employee. Agreement must identify the property and state its value.

Employee's Supervisor

2. Sign and date agreement certifying that employee has brought personal property to the office for use by anyone in the office, and the property is under the care, custody and control of the state and not the care, custody and control of the employee.
3. Forward signed and dated agreement to the Environmental Health & Safety Office.

NOTE: The employee must notify his/her supervisor if he/she wishes to rescind the agreement because of some change in status for the property. The employee must notify his/her supervisor if there is any change in status for the property. For example, removing the property from state premises.

The employee's supervisor must notify the EHS Office if there is any change in status for the property.

EHS Officer

4. Files agreement in the Insurance Section. In the event of a loss, provides the agreement to the ORM claims adjuster as part of the claim investigation.

**Northwestern State University
Agreement for Use of Personal Property
Located on University Premises**

I, _____ (Name of employee), certify that I have brought the following personal property to the University, not just for my use, but for use by anyone in my area of employment, and the property is under the care, custody and control of the state and not the care, custody and control of myself.

Description of Property: _____

Value of Property: _____

Employee Date

On behalf of the University, I certify that the employee named within this agreement has brought the personal property described above to the University and that it is available for use by anyone in his/her area of employment, and the property is under the care, custody and control of the employee.

Supervisor's Signature Date