February 19, 2013

To: Members of the Faculty and Staff

From: David K. Creamer, Vice President for Finance and Business Services

Subject: Personal Property

My office routinely receives questions about damaged or stolen personal property stored at the University. Such property may be something as small as a picture frame, pen set, or desk clock, or as large as an item of furniture, or as valuable as a piece of art. The University typically leaves decisions about the appropriateness of storing such items in an employee’s workspace up to individual departments but it is important that faculty and staff understand that these items are not covered under the University’s insurance and they cannot be reimbursed if the property is stolen or damaged.

Personal property used or stored on University premises is the responsibility of its owner. Basic homeowners or renters insurance policies do not always cover personal property stored at one’s work place. Employees should check with their insurance carrier to determine the extent of their coverage.

This expectation also applies to items used in work for the University. Some examples include a camera, tape recorder, or laptop computer. These items are not covered by the University’s insurance unless they are required as a condition of employment with the employee.

Requests for reimbursement or new purchases to repair/replace personal items will not be approved even should the employee’s department wish to do so. If you have any questions regarding insurance and property coverage, please contact Dennis Fleetwood, Director of Environmental Health and Safety, at 529-4246 or fleetwdl@miamioh.edu.

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