



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Loss or Damage to Employees' Personal Property	
Department: Safety & Risk Management	Reference No.:
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Web Links: Safety & Risk Management	Expiration Date: NA

There are many instances when employees bring personal property to campus for personal use. This property may include but is not limited to art, office furnishings, books, plants and photographs. Personal property brought to campus is the sole responsibility of the owner. The repair, replacement, or reimbursement of personal property is not considered to be the responsibility of the University.

Nothing in this Risk Management Memo precludes an employee from exercising his or her right to file a claim against the State of California through the Government Claims Program. Information on the Government Claims program can be located at <http://www.boc.ca.gov/GovClms.htm>.

FORMS: NA