

CHAPTER 41
PAYMENT OF SMALL CLAIMS TO EMPLOYEES

[Prior to 5/23/07, see 661—Ch 14]

661—41.1(17A,80) Authorization to reimburse. The department is authorized to expend up to \$150 per item, or any other amount authorized by a collective bargaining agreement to which an individual employee is subject, as reimbursement for replacement or repair of personal items of the department's employees that have been damaged or destroyed while the employee is engaged in service for the department. The following requirements shall apply for filing such claims with the department:

41.1(1) An employee making a claim for reimbursement shall provide the employee's immediate supervisor with a detailed written account of the circumstances under which the loss occurred, a description of the nature and ownership of the item destroyed or damaged and any available information, including the names and other identifiers of any witness, which can be used to verify the loss.

41.1(2) An employee filing a claim for reimbursement pursuant to this rule shall also provide the employee's immediate supervisor with vendors' estimates of replacement costs and with estimates of repair costs of damaged items.

41.1(3) The claim and estimates shall be passed through the chain of command for reimbursement. Reimbursement shall be based on a determination of the most economical and adequate compensation for the loss, taking into account the extent of the damage, the feasibility of repair and the cost of replacement.

This rule is intended to implement Iowa Code section 80.18.

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