

## **RISK MANAGEMENT GUIDELINE:**

### **PERSONAL PROPERTY USED ON CAMPUS &/OR FOR PSU BUSINESS**

PSU, as a public entity of the State of Oregon, participates in the insurance programs provided through the Public University Risk Management Insurance Trust (PURMIT). Under the direction of the Trust, liability and property claims made against PSU are handled by its 3<sup>rd</sup> party claims administration company, Berkley Risk Administrators. PSU's Risk Management office should be contacted immediately when any incident occurs that may appear to put PSU, its property, and personnel at risk, including personal property. It will then be up to PSU Risk Management to determine liability for the event.

PSU's property insurance program through PURMIT covers damages to PSU property when adversely acted upon by an outside influence (vandalism, theft, nature, etc.). However, coverage is not available for damages to PSU property resulting from wear and tear. PSU's property insurance also extends to "*personal property, other than motor vehicles, of officers and employees of insured [PSU]*" (from policy, Section III Insured Property).

For personal property of employees used at PSU campus and stolen or damaged in the course of conducting University business, the claimant (employee) must report the incident to PSU Risk Management and provide proof of loss. Similarly, employee personal property used in the course of University business that is stolen or damaged while conducting University business **away** from PSU campus should be reported to PSU Risk Management and provide proof of loss. Proof must be provided to show employee's personal property was approved by employee's department head/manager to be used for University business at the time of loss or damage to substantiate a claim for recovery. **All PSU property losses and personal property losses are subject to a \$1,000.00 deductible.**

In the event that PSU sustains a loss or damage to University buildings &/or equipment as a result of or caused by employee's personal property, PSU reserves the right to assert a liability claim against the employee.