

E C H O

Website

EXCEPTIONAL CHILDREN HAVE OPPORTUNITIES

JOINT AGREEMENT OFFICE
350 WEST 154TH STREET
SOUTH HOLLAND, ILLINOIS 60473
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Staff Personal Equipment Usage

Name: _____

Program: _____

Date: _____

Equipment to be used: _____

Approximate value of equipment: _____

Reason for use of personal equipment at school:

- Approved for use.
 Not approved for use.

Supervisor's Signature

Date

The Board will reimburse employees up to one hundred dollars (\$100.00) for the financial loss incurred as a result of the theft of personal equipment providing the affected employee files a police incident report and the following provisions are met:

1. prior notice and written approval of the supervisor has been obtained for the use of said equipment; and
2. loss is the result of a forced entry into the area where the equipment was locked.

Cc: Business Manager