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BUS-39, Loss of or Damage to Property of Individuals

October 15, 1987

I. REFERENCE

Business and Finance Bulletin BUS-28, "Property, Equipment, Money, and Securities Losses Resulting from Fire, Theft, or Other Named Perils."

II. PURPOSE

The purpose of this Bulletin is to set forth the University's responsibility for loss of or damage to property of individuals including employees, faculty, and students.

III. SCOPE

- A. The University of California shall not be liable for any risk of loss of or damage to:
 1. Property not owned by, not operated by, or not in authorized custody of the University; or
 2. Personal property owned, used, or worn by individuals, including employees, faculty, and students, whether or not such loss or damage occurred:
 - a. on University premises; or
 - b. in the course of employment, unless the University or its agents are negligent.
- B. Negligence on the part of the University will be determined and established by the campus Risk Management Coordinator if:
 1. Damage to property was caused by alleged defective conditions; or
 2. Damage to property could not have occurred without the existence of such conditions.

However, when the elements of negligence outlined above have been proved but the claimant failed to exercise proper care of his or her own property and such failure contributed to the cause of loss, validity of a claim may be denied.

IV. CLAIMS REPORTING PROCEDURES

- A. Alleged loss or damage to property of individuals should be reported in writing by the claimant to the campus Risk Management Coordinator for evaluation and determination of validity.
- B. Valid claims will be reported to the outside claims administrator by the campus Risk Management Coordinator on an approved claim form.
- C. Claims determined to be invalid will be returned to the claimant with an explanation and with no further action taken.

V. RESPONSIBILITIES

- A. Chancellors or their designated representatives will insure that information contained in this Bulletin is distributed to employees.

- B. Campus Risk Management Coordinators are responsible for evaluating the validity of personal property claims.

Send comments or questions about this website to [Cheryl Lloyd](#).

Last updated: October 16, 2006 .