BFB-BUS-39: Loss of or Damage to Property of Individuals

Responsible Officer:	Kevin Confetti
Responsible Office:	Office of Risk Services
Issuance Date:	October 23,2026
Effective Date:	October 23, 2026
Scope:	Staff and academic employees of the University. Non-employees, including students, guests, visiting scholars, prospective employees and independent contractors.

Contact:	Gary Leonard
Title:	Executive Director, Liability and Property
Email:	gary.leonard@ucop.edu
Phone:	(510) 987-9824

TABLE OF CONTENTS

I. POLICY SUMMARY 1
II. DEFINITIONS 2
III. POLICY TEXT 2
IV. COMPLIANCE / RESPONSIBILITIES 2
V. PROCEDURES 3
VI. RELATED INFORMATION 3
VII. FREQUENTLY ASKED QUESTIONS 3
VIII. REVISION HISTORY 3

I. POLICY SUMMARY

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.

II. DEFINITIONS

Claimant: Any person or entity asserting a right to a legal remedy, benefit or compensation for damage to person/property.

Negligence: The failure to exercise the level of care that reasonably prudent person would in similar circumstances, leading to foreseeable harm to another party.

Statute of Limitations: A law that sets a maximum time period within which a legal claim or lawsuit must be filed.

Third-party claims administrator: An independent organization contracted to perform claim processing and adjudication on behalf of the University.

III. POLICY TEXT

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. The local Risk Management Office will help confirm 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.

Please note that if it is determined that a claimant failed to exercise proper care of his or her own property and such failure contributed to the cause of loss, a claim may be denied or settlement reduced by the claimant's comparative fault.

IV. COMPLIANCE / RESPONSIBILITIES

Campus and Medical Center Responsibilities

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

B. **Local Risk Management Offices** are responsible for evaluating the validity of personal property claims.

V. PROCEDURES

Claims Reporting Procedures

A. Claimants should report alleged loss or damage to property of individuals in writing to the local Risk Management Office where the loss occurred.
B. The local Risk Management Office will report claims to the University's claims administrator.

VI. RELATED INFORMATION

Business and Finance Bulletin BUS-81, Insurance Programs

VII. FREQUENTLY ASKED QUESTIONS

1. **Is the University subject to the filing provisions of the California Tort Claims Act?**
   No.

2. **What statute of limitations applies to property damage claims?**
   Three years.

3. **Who manages third-party claims made to the University?**
   Sedgwick is the University's third-party claim administrator.

VIII. REVISION HISTORY

October 23, 2026: Updated to clarify responsibilities and definitions. Also reformatted to meet Web Content Accessibility Guidelines (WCAG) 2.1 AA.