

CENTRAL STATE HOSPITAL  
POLICY AND PROCEDURE

**SUBJECT:** COMPENSATION FOR DAMAGED/DESTROYED WEARING APPAREL

**ANNUAL REVIEW MONTH:** April

**RESPONSIBLE FOR REVIEW:** Financial Services Manager

**LAST REVISION DATE:** April 2008

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**POLICY**

- A. **PURPOSE:** To establish a method for compensating facility employees for damages or destruction of wearing apparel caused by client contact while the employee is performing official duties.
- B. **APPLICABILITY:** The contents of this policy together with the location where this policy and the law are available to the employee shall be made known to each present employee and to all future employees.
- C. **DEFINITIONS:** Wearing apparel is defined as clothing, prescription eyeglasses, prescription hearing aids and similar items worn on the person of the employee.
- D. **POLICY STATEMENT:** In accordance O.C.G.A 31-1-5, this facility will provide compensation not to exceed \$500 per claim to an employee for the destruction or damage to wearing apparel in the amount of either the repair cost, replacement cost or the cost of an item of wearing apparel, whichever is less. Such compensation will be provided when the damage is caused by client contact while the employee is performing official duties and when the compensation is recommended by the Claims Committee and approved by the Chief Executive Officer (CEO).
- E. **DISCUSSION:** (1) Watches are not defined by this policy as wearing apparel; however, it is recognized that some positions require the use of a watch and only for these positions will watch damage compensation be considered. Employees are encouraged to wear only inexpensive watches in the performance of duty. (2) Jewelry is not considered wearing apparel in this policy and no compensation is allowed for damage, repair or replacement of jewelry. (3) Prosthetic devices damaged or destroyed as a result of a blow which caused an injury to the claimant should be processed under the provisions of worker's compensation laws, rules or regulations instead of the provisions of this policy. (4) Depreciation, based on maximum useful life of items, will be considered in establishing compensation amounts.

## PROCEDURE

### Responsibility

### Action

#### **Chief Executive Officer**

1. Appoint Claims Committee that will investigate and act on claims submitted by employees for compensation for wearing apparel damaged by client contact.
2. Claims Committee will consist of the following: (1) Finance Staff Member, who shall be the Chair of the committee; (2) one Service Director, Service Chief or Nurse Manager of a treatment unit (whose term shall be for one year); (3) one person from one of the following departments: Food Service, Maintenance and Engineering; Materials Handling, Personnel or State Hospital Police (whose term shall be for one year); and, (4) Procurement Officer, who shall be a nonvoting member, whose duties shall consist of advising the other committee members on current process for repair or replacement of the damaged or destroyed article(s) and in event the original cost of an article cannot be determined, the fair market value of the article.

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#### **Claimant/Department Head**

Submit claim Form through Department Head to Finance. Include: (1) Statement of witness to incident (written or typed and signed) (2) Sales receipt or proof of cost, if possible (indicate age of item if no proof available) (3) Copy of Critical Incident Report (CIR), (4) Any other clarifying or supportive information such as broken eyeglasses and/or frames, torn trousers, etc., which may be retained by the Committee at its discretion.

Claims

#### **Claims Committee Chair**

Call Claims Committee meeting to evaluate claim and forward recommendations to the CEO within 15 working days after receipt of claim and supporting documentation.

#### **Chief Executive Officer**

1. Review Claims Committee recommendations.
2. Return approval/disapproval of recommendations to Claims Committee Chair for file and payment processing.

#### **Claims Committee Chair**

Forward copy of recommendations and payment decision of CEO to: Business Office/Finance, for payment; claimant, through department head; others, as appropriate.

**Business Manager/Accountant** Process claim for payment and ensure claimant receives appropriate payment.

**Finance** Submit required reports by 6/30 and 12/31 each year to the Division of MH/DD/AD.

**REFERENCES:** O.C.G.A. 31-1-5

**APPROVED BY:**

**This policy has been approved by the CEO and CMO in July 2008.**

Attachment: OCGA 31-1-5

**O.C.G.A. § 31-1-5**

GEORGIA CODE  
STATE OF GEORGIA

TITLE 31. HEALTH  
CHAPTER 1. GENERAL PROVISIONS; ACCESS TO EYE CARE  
ARTICLE 1. GENERAL PROVISIONS

O.C.G.A. § 31-1-5 (2007)

31-1-5. Compensation of employees for damage to wearing apparel caused by patients

- (a) As used in this Code section, the term “wearing apparel” includes eyeglasses, Hearing aids, clothing, and similar items worn on the person of the employee.
- (b) When action by a patient in one of the institutions operated by the department Results in damage to an item of wearing apparel of an employee of the institution, the department shall compensate the employee for the loss in the amount of either the repair cost or the replacement value or the cost of the item of wearing apparel, whichever is less. Such losses shall be compensated only in accordance with procedures to be established by the department, and no compensation shall be made by the department in excess of \$500.00 per claim.

**HISTORY:** Code 1933, § 88-2411, enacted by Ga. L. 1981, p.854, § 1.