

2482 REIMBURSEMENT OF DAMAGED CLOTHING – YOUTH COUNSELORS

Chapter: **Sununu Youth Services Center**

Section: **Personnel**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **15-10**

Approved:

Effective Date: **March 2015**

Scheduled Review Date:

Lorraine Bartlett, DCYF Director

Related Statute(s): **[RSA 621](#) and [RSA 621-A](#)**

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s): **[FORM 2482](#)**

Bridges' Screen(s) and Attachment(s):

Youth Counselors must present a professional image as role models to the youth at the Sununu Youth Services Center and as employees of the Division for Children, Youth and Families. At the same time, staff have the right to be safe and must have the ability to handle potentially volatile situations and physically subdue aggressive residents. The professional image of Youth Counselors cannot inhibit staff from being able to safely carry out their job duties and responsibilities. In order to ensure safety and professional appearance staff shall wear appropriate, [professional clothing at work](#) and may be reimbursed if damage is caused to their clothing as a direct result of their job duties.

Purpose

This policy addresses situations in which, as a result of performing their assigned duties, a Youth Counselor incurs damage to their personal clothing.

Policy

- I. When a Youth Counselor incurs damage to their personal clothing while performing their assigned duties, they shall report the incident to a Supervisor immediately.
- II. The Supervisor will assess the damage to the clothing and complete a "Damaged Clothing Reimbursement Request" Form 2482.
 - A. The Youth Counselor and Supervisor will describe the incident that resulted in the clothing being damaged and indicated the replacement cost on Form 2482.
 - B. The Supervisor and Youth Counselor will sign and date Form 2482.
- III. The Supervisor will forward Form 2482 to the Use of Restrictive Intervention Panel.
- IV. The Use of Restrictive Intervention Panel will indicate approval or denial of the reimbursement request on Form 2482.
 - A. If the request is denied, the Use of Restrictive Intervention Panel will indicate the reason on Form 2482.
 1. A denied request will be sent back to the Supervisor who will communicate the reason for the denial to the Youth Counselor.
 - B. If the request is approved, the Use of Restrictive Intervention Panel will forward Form 2482 to the SYSC Director of Operations for final approval.

- C. The Use of Restrictive Intervention Panel will notify the Supervisor and the Youth Counselor when the request has been approved and payment is being processed.
- V. The SYSC Director of Operations will review all Form 2482s for final approval and send all approved Form 2482s to the Business Administrator, or designee to process payment to the Youth Counselor.
- VI. The Business Administrator or designee will ensure a reimbursement check is issued to the Youth Counselor in a timely manner.
- VII. The Business Administrator or designee will note on Form 2482 the date of payment, the check number, and amount.
- VIII. The Business Administrator or designee will maintain the completed Form 2482 in the Business Office files.

Reimbursement Limits

- I. Reimbursement for damaged clothing items shall be up to the following maximums:
 - A. Shirt Up to \$25.00
 - B. Pants Up to \$50.00
 - C. Footwear Up to \$60.00
 - D. Other Up to \$50.00

Practice Guidance

What can I do if I do not agree with the reimbursement amount identified or if my request for reimbursement is denied?

- Pursuant to RSA 126-A an application can be made to the Commissioner of DHHS for payment up to \$100 for a loss or damage as a result of activities of the Department; or
- Pursuant to RSA 541-B any individual may file a claim against the state.
- For more information contact the Human Resources office in the Administration Building.

Amended Per PD 15-24, October 2015