

Chapter: Employee Benefits
**Title: Damage to Eyeglasses, Hearing Aids,
False Teeth and Other Prosthetic Devices**

Effective Date: 12/1/11
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New

ACA Standard(s): N/A

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) may reimburse hazardous duty employees in an amount not to exceed \$500, per incident, per employee for damage caused by TJJD youth to eyeglasses, hearing aids, false teeth, and other prosthetic devices when not reimbursed by workers' compensation and/or the employees' state health insurance.

(b) **Rules.**

- (1) An employee must report damage caused by youth to his/her supervisor within 48 hours.
 - (2) The employee and supervisor together complete the Incident Report form, CCF-225, and submit it to the appropriate administrator.
 - (3) The employee also submits a receipt detailing repairs to damaged items to the appropriate administrator as a request for reimbursement.
 - (4) The appropriate administrator approves the amount to be reimbursed and submits the completed CCF-225 form with the copy of the employee's receipt to the local business office within 30 days of the incident.
 - (5) Upon receipt of the above, the business office records the encumbrance for the amount approved. The date of the obligation is the date of approval by the appropriate administrator.
 - (6) The business office processes a voucher for the amount supported by receipts up to \$500. The voucher should be charged to the activity and cost center from which the employee is paid.
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