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| Issue Date:<br><b>August 2007</b>                                   | Effective Date:<br><b>August 29, 2007</b> | Responsible Agency:<br><b>Comptroller General</b> | Directive No:<br><b>851</b> |
| Chapter:<br><b>Control of Expenditures</b>                          |   |   |                             |
| Directive Title:<br><b>WORK EXPERIENCE PROGRAMS – DAMAGE CLAIMS</b> |   |   |                             |

## 1. Policy

Employers of students on work experience programs are expected to have their own insurance coverage for damages that may be caused by a student. However, to prevent the negative impact of losses on a participating business, the Department of Education or Nunavut Arctic College as appropriate will provide reimbursement for the losses for all reasonable claims for damages up to a maximum of \$1,000. This policy applies to all government operated schools in Nunavut, including all primary, secondary, post-secondary, and adult learning institutions.

Reimbursable damages are limited to damages to tangible assets. Other damages such as the loss of business revenue consequential to the damage of a tangible asset are not covered.

## 2. DIRECTIVE

The Government shall provide reimbursements for losses of all reasonable claims up to a maximum of \$1,000 for damages caused by students when on work experience as part of their school program.

## 3. PROVISIONS

- 3.1 A business making a claim shall certify by statutory declaration that no portion of the claim is eligible for insurance coverage reimbursement.
- 3.2 Any student involved in a claim shall provide a written description of the circumstances which resulted in the claim being made.
- 3.3 Approval



- 3.3.1 All claims must be reviewed by Risk Management, Department of Finance prior to submission to the Deputy Head of the Department of Education (President where claim is with Nunavut Arctic College).
- 3.3.2 All claims must be approved by the Minister or Deputy Head of Education (President where claim is with Nunavut Arctic College).
- 3.4 The Government may review the insurance coverage of the business claiming a loss.
- 3.5 Claims under this directive shall be processed and paid by the Department of Education or Nunavut Arctic College as appropriate.
- 3.6 Claimants shall be paid the lesser of replacement or repair value.
- 3.7 Claims must include sufficient detail to properly assess the replacement value of the item.
- 3.8 Limitations
  - 3.8.1 The maximum payable on a claim is \$1,000.
  - 3.8.2 Where loss or damage is covered by other personal insurance, payment shall be limited to the amount deductible under the other insurance.