



# Shonto Governing Board of Education, Inc.

## Policy Statement

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**SUBJECT: EMPLOYEE THEFT**  
**POLICY NUMBER: GBM**  
**DATE OF ORIGINAL POLICY: 9/7/2004**

**EFFECTIVE DATE: 12/28/16**  
**DATE OF NEXT REVIEW: 12/2019**  
**DATED: 12/28/16**

### I. INTRODUCTION:

Employee theft in the workplace is a growing national problem. Data suggests that 30% of all employees misappropriate their employers' property. The most recent data indicates that employee theft amount to \$40 billion in losses. Furthermore, nearly 30% of all failed businesses can attribute employee theft as the primary cause. According to Kevin Terill, an expert on employee theft, there are three primary reasons why employees steal: (1) need, (2) revenge, and (3) thrills. Our school system has lost substantial amounts of expensive equipment during the past several years. Mr. Terill also believes that every employer must have a definitive policy on this topic and must enforce it. Therefore, the Shonto Governing Board of Education establishes the following policy.

### II. POLICY STATEMENT:

It is the policy of the Shonto Governing Board of Education, Inc., that the Superintendent is empowered to impose varying degrees of discipline which are commensurate with the level of infraction, including a recommendation for dismissal, for any employee who is guilty of the charge of theft of district property.

### III. EXCEPTIONS TO POLICY:

None.

### IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

#### A. IMPLEMENTING A LOSS MANAGEMENT SYSTEM

The Governing Board of Education expects the administration to initiate six interdependent steps to reduce employee theft. These six steps include the following:

1. Personnel Operations - research shows that most embezzlers have stolen from their last four employers. In addition to background checks, the Director of Personnel is expected to speak with previous employers and ask whether theft was an issue for the employee applicant. Furthermore, at the time of hire, Personnel staff should brief the employee applicant on the contents of this policy.
2. Building a District Culture- there shall be an ongoing effort to communicate to all



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staff that employee theft is not acceptable and that all must do their share to inform administration if they believe it is occurring.

3. Integrating technology and restricting access- Employee access to areas where they have no business being are to be restricted.
4. Aiming at the target administration and security are to focus in areas where equipment of is high value. They are also to focus on the warning signs of internal thieves.
5. Keeping a watchful eye by monitoring and auditing- Security personnel are to be given specific routes to follow hourly to inspect for possible unlawful entry. The district shall install security clocks which verify that each security locale was visited.
6. Building the power of knowledge- by making theft elimination a priority, more attention will be given to it. All staff are directed to lock their doors each time they leave their work areas. All staff is directed to lock their windows at the conclusion of their work day. All staff is directed to report information on suspected theft to their supervisor.

### B. RECOVERY OF DAMAGES

When the person causing the damage or loss has been identified and the costs of repair, replacement is determined, the Superintendent or designee shall take all practical and reasonable steps to recover these costs. Reasonable steps include the filing of charges with the Navajo Police.

### V. DELEGATION OF AUTHORITY:

Every supervisor and administrator is to review the contents of this policy with his or her staff in August.

### VI. REPORTS:

The Director of Finance shall provide the Board a quarterly report which summarizes all thefts in excess of \$50.

### VII. FORMS:

The attached theft report is to be submitted directly to the Superintendent, the Director of Finance, and the Director of Operations & Technology for each incident of theft. This report is to be submitted within two working days.



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VIII. EXPIRATION DATE:

This policy will not expire, but will be up for review three (3) years after its acceptance.

IX. SIGNATURE BLOCK:

Submitted by: Lemual B. Adson Date: 12/28/16  
Superintendent

Approved: December 28, 2016

Established:   
Martha Tate, President,  
Shonto Governing Board of Education, Inc.