



INSURANCE MANAGEMENT

Background

To ensure that the requirements of legislation are met, and the Division's interests are protected, the Division will provide for continuous insurance coverage in accordance with these procedures.

Procedures

1. The Secretary Treasurer is authorized to ensure adequate insurance exists for the Division.
2. Building insurance shall be secured to provide coverage at full replacement cost. Insurance coverage may be subject to policy limits and deductibles.
3. Contents insurance shall be secured on a replacement cost basis. Insurance coverage may be subject to policy limits and deductibles.
4. Claims made under the building and contents section of the insurance policy resulting from accidents, vandalism or theft shall be made by the Secretary Treasurer. Principals and Directors/Managers affected by the claim are required to provide all relevant information relating to the claim.
5. The extent of coverage provided to employees/trustees traveling on Division business shall be limited to that coverage provided as result of the employee's enrolment in a group benefits programs provided by the Division, as amended from time to time. Any employee wishing to have additional or increased travel related insurance is solely responsible for obtaining any such additional or increased coverages at their own expense.
6. On an annual basis, the Secretary Treasurer shall review insurance coverage and make such arrangements for insurance coverage as it deems necessary.
7. The Secretary Treasurer shall make available to staff members and others as required information describing the Division's insurance coverage.

Reference: Section 33, 52, 53, 68, 197, 204, 222, 225 Education Act