

Board Policy Document

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## **BUSINESS PROCEDURE**

### ***Series 800***

**Policy Title: Insurance**

**Code Number: AR809.1**

The following represent the various types of insurance with which the District is associated:

Liability Insurance—The District, Board, employees, and volunteers, while acting within the scope of their duties on and off premises, are covered.

Property Insurance—All District owned buildings and personal property are covered.

Workers' Compensation Insurance—District provides for all employees. Employees must seek treatment at one of the District's preferred providers. Employees who are injured on the job will notify their supervisor/principal and the Workers' Compensation Coordinator (Human Resources Office). Employees will go to the Human Resources Office to complete the Employee's Work Injury Report.

Employee Benefits—The District self-funds the health, accident, and major medical; prescription drug; and dental coverages. The vision, term life, and long-term disability insurance coverages are fully insured. A Flexible Spending Account is also offered for medical and/or day care expense reimbursements.

An employer based labor/management committee assists the District in the oversight of the Benefit Plans. Specific details of all plans are outlined in the relevant plan documents, retained in the Human Resources Office.

First Adoption: September 26, 2000  
Revision Adoption: August 24, 2004/February 23, 2009  
Legal Reference: