Policy

Department of Finance

Effective Date: August 13, 2010
Previous Date: May 1, 2002

Re: Insurance

Policy

The University shall maintain appropriate insurance to protect the University, its members, programs, property, and other institutional assets.

Background

The University purchases many types of insurance, and in varying amounts, in order to protect the University and its members. Many of the insurance coverages that are purchased, result from assessments conducted by Risk Management. Other insurance coverages are purchased in order to satisfy conditions of an agreement. Insurance maintenance is the responsibility of Risk Management.

There are also insurance requirements that are necessary in order for the University to exist. These statutory insurance requirements include workers’ compensation, federal unemployment insurance, state unemployment insurance, and others.
Re: Insurance Coverages

Standard

The University shall maintain appropriate insurance coverages for the protection of the University, its programs, members, assets, and other interests.

Background

Risk Management is responsible for the insurance programs of the University, except for insurances that fall within employee benefits. There is communication between Risk Management and Finance on the types and limits that should be in force. Insurance coverage should be approved by the Senior Administrator.

Risk Management engages a review and a quotation process, annually, to ensure that the insurance coverages are appropriate in scope and limitations. The insurances are bid to other carriers in order to properly assess the value of our costs.

Insurance coverages include, but are not limited to, general liability, excess liability, auto, crime, professional liability, directors and officers liability, employment practices liability, property, and others.

Procedure

1. Annually, Risk Management conducts a review of the University’s insurance coverages and premium rates.
2. Risk Management recommends insurances to senior leadership.
3. Finance Committee of the Board reviews insurances, and approves as necessary.
4. Risk Management administers insurance programs.

Responsibilities

1. Risk Management reviews and recommends insurance coverages.
2. Senior leadership approves insurance program.
3. Finance Committee of the Board reviews and approves as appropriate, insurance program.

References

Risk Management
Board of Trustees

15-01-01
Re: Special Requirements

Standard

Agreements with specific insurance verifications or insurance requirements must be approved by Risk Management, or designee, prior to entering into the agreement.

Background

Certain funding agencies, and certain agreements, have specific language relating to insurance requirements. In addition, property leases, equipment purchases, and other actions, may require specific insurance needs. All agreements with insurance clauses must be reviewed and approved by the appropriate administrator. Office of Sponsored Programs reviews all sponsored proposals agreements. Administration reviews and approves all leases and purchase agreements.

Procedure

1. Risk Management, or designee, must approve all insurance requirements, prior to entering into an agreement.
2. Office of Sponsored Programs reviews and approves all sponsored project proposals and agreements.
3. Administration approves all leases and purchase agreements.
4. Risk Management processes all certificates of insurance and other verifications.

Responsibilities

1. Risk Management, or designee, approves all insurance requests.
2. Office of Sponsored Programs approves all sponsored project proposals and agreements.
3. Administration approves all leases and purchase agreements.

References

Risk Management
Office of Sponsored Programs
Administration