



# POLICY

**Category**

**6-07 Insurance**

**Approval**

LC Approved:5/18/12
Effective Date/BOT Approved:5/26/10
Revised: 4/1/2012
Responsible Party: Director of Operations/Facilities

## **Policy Statement**

WSU Tech shall provide a comprehensive program for the protection of College assets or by establishing an insurance program.

Administrative Implemental Procedures:

1. The insurance program shall be administered through the Director of Operations/Facilities' Office.
2. Insurance may be purchased through a carrier selected based on the established purchasing policies. Coverages should include:
  - a. Building and Contents  
To provide coverage on a blanket basis at 90 percent of actual cash values.
  - b. Mobile Property  
To provide coverage on building and contents of a mobile nature and student loaned property.
  - c. Monies and Securities  
To provide disappearance, destruction, and dishonesty coverage on all monies and securities of the College in its buildings and while being transported.
  - d. Employee Dishonesty  
To provide blanket fidelity coverage on all employees with excess coverage on selected positions.
  - e. Vehicles  
To provide protection against liability which may arise from injury to persons or property through the operation of vehicles belonging, loaned, or leased to the College on public streets and highways, or repaired by the various educational programs. Physical damage protection shall be provided in the coverage of collision and comprehensive to driver education vehicles, and fire, theft, transportation, and combined additional coverage that are required by written contract. Coverage for vehicles, whenever possible, shall be with the same insurance company providing the general liability coverage to reduce duplication of coverage and additional costs.
  - f. Aircraft  
To provide protection against liability which may arise from injury to persons or property through the operation of aircraft belonging, loaned, or leased to the College, or repaired by various education program personnel. Physical damage coverage may be provided to College owned or leased aircraft.
  - g. Worker's Compensation  
To provide worker's compensation coverage as required by Kansas statute.
  - h. Boiler and Machinery

To cover accidents to boiler and selected machinery arising from the operation of the boiler and machinery.

i. Public Liability

To provide protection for the SCTETA Board, the individual members thereof, and its officers, agents, and employees for the operation of the College in the event of bodily injury, property damage, personal injury, and product liability. This insurance shall cover all operations including athletic events and graduation exercises.

j. College Board Legal Liability

To provide protection for the SCTETA Board, the individual members thereof, and its officers, agents, and employees in the event of wrongful acts, errors, or omissions, or neglect or breach of duties.

k. Travel Accident

To provide accidental death and dismemberment coverage for permanent employees traveling in all modes of transportation within and without the boundaries of the College while on College business.

l. Employee Benefits

To provide protection for employees in the areas of health, life, disability income protection, and other benefit programs by either employer or employee contribution.

3. Except as hereinafter provided, if insurance is to be purchased, sealed proposals for the identified coverage shall be obtained once each three years and shall be submitted to the Board of Trustees for approval. Administrative recommendations shall list specific agencies and insurance carriers or direct writers. If the insurance coverage has proven to be satisfactory and the premiums remain competitive, the coverage may, with Board approval, be renewed for an additional three-year period by negotiation. Certain coverage which requires the expertise of specialists may be negotiated with specific agencies and/or insurance carriers if deemed to be to the advantage of the College.

4. Premium payments shall be made only to approved agencies or insurance companies.