Hickman County Board of Education

	Descriptor Term: **Insurance Management**	Descriptor Code: **3.600**	Issued Date: **04/04/22**
		Rescinds: **3.600**	Issued: **01/06/20**

General

The insurance program shall provide coverages in a minimum of the following broad categories:

1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion, and vehicles;

2. Liability: Board members, Director of Schools, and employees resulting from discharging their duties, and students participating in work-based learning;[1]

3. Workers' compensation; and

4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.[2]

The Director of Schools shall continually review the insurance program to ensure that adequate protection is being provided at a reasonable price.

GROUP HEALTH

The Board may provide group health insurance for all full-time employees.[3] The Director of Schools, after consultation with personnel, shall recommend carriers of insurance for programs in which the Board makes partial or full payments. The Board shall approve all insurance carriers.

The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected information.[4]

ANNUITIES[5]

Board-approved companies for tax-sheltered annuities shall include all companies presently having contracts with employees.

The addition of a company to the list of Board-approved companies shall be considered on written request of agents of the company.

Written request for a change in annuity deductions shall be reported to the payroll office on or before the first day of the month in which such change is to be effective.

Legal References

1. TCA 49-11-902
2. TCA 49-2-102; TCA 8-19-101 *et seq.*
3. TCA 49-2-209
4. 45 CFR § 164.302 *et seq.*
5. TCA 49-2-208

Cross References

Payroll 2.802
Work-Based Learning 4.211