

<u>Section E:</u>  <b>Business Management</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Insurance Management</b>	Descriptor Code:	Issued:
		<b>E-200</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>4/19</b>	<b>6/19</b>	

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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;
3. Worker's compensation; and
4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

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 shall make available group health insurance for all employees according to the rules established by the State Group Insurance program at established rates of employee contributions. The plan carrier shall be at the sole discretion of the Board as allowed by state law.

**ANNUITIES/SUPPLEMENTAL INSURANCE**

Companies having a payroll deduction for tax-sheltered annuities shall include all companies presently having contracts with employees. Companies must have no less than 50 employees in their payroll slot by April 15 of each year in order to maintain a payroll slot for 403B accounts and/or supplemental insurance accounts. If the number of employees falls below 50, the company has until the following April 15 to increase/maintain 50 employees in their slot. All employee deductions will be removed for that slot after the last August payroll period.

Admission of new companies for annuities and supplemental insurance shall be considered on written request of agents of the company, and new companies shall meet criteria as established by the Employee Benefits Office and make a written request to the Employees Benefits Office in order to be considered for inclusion. New companies must have 250 employees to obtain a payroll slot. All agents are required to sign and abide by vendor rules before they are allowed to conduct business on Knox County School property.

**STUDENTS**

Group accident insurance with no Board contribution is available to students on a voluntary basis.

1 Teachers shall be eligible to participate in the student accident insurance program. All students who  
2 participate in organizational athletic activities must have adequate insurance coverage.  
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43 Approved as to Legal Form  
44 By Knox County Law Director 4/24/2019  
45 /Gary T. Dupler/Deputy Law Director  
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