

UPPER BUCKS COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: OPERATIONS
 TITLE: OTHER INSURANCE
 ADOPTED: March 20, 2008
 REVISED:

| 813. OTHER INSURANCE | |
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| 1. Purpose | Proper operation of the school requires that adequate, basic insurance programs be provided for the protection of the school and its employees. |
| 2. Authority SC 513, 774, 1850.1 | <p>The Joint Operating Committee has the authority and responsibility to provide adequate insurance coverage to protect the school's interests. Such coverage shall be in accordance with established guidelines.</p> <p>In placing insurance, the Joint Operating Committee shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.</p> |
| 3. Guidelines | <p>Liability insurance for the school shall include coverage for liability as a result of:</p> <ol style="list-style-type: none"> 1. General liability. 2. Acts of employees. 3. Disputes with contractors. 4. Incidental malpractice. 5. Errors and omission. <p>Travel accident insurance shall include coverage for Joint Operating Committee members and administrators while in the performance of their duties.</p> <p>Health care insurance, including dental, vision and prescription care, shall be provided for administrators and regularly employed full-time staff members, per negotiated agreements.</p> <p>Group life insurance shall include coverage for administrators and regularly employed full-time staff members.</p> |

COBRA

In the event of a qualifying event to the employee, the employer has thirty (30) days to notify the plan administrator of the termination, reduction in hours, or death of the employee. This terminates his/her insurance under the plan.

The employer has fourteen (14) days to notify the employee of the right to continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).

In the event of a qualifying event to a dependent, the employer has fourteen (14) days after being advised by the employee or dependent that the event has occurred to notify the dependent of the right to continue coverage.

| <u>Qualifying Event</u> | <u>Duration of Continuance of Coverage</u> |
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| Termination of employment (except for gross misconduct) | Up to 18 months |
| Reduction of the employee's hours which results in loss of coverage | Up to 18 months |
| Death of an employee | Up to 36 months |
| Divorce | Up to 36 months |
| Loss of dependent coverage because employee becomes entitled to Medicare benefits | Up to 36 months |
| Dependent child no longer meets definition of an eligible dependent | Up to 36 months |

Terminated employees are responsible for the gross rate of premiums charged, with an additional two percent (2%) charged for additional corporate administrative cost.

References:

School Code – 24 P.S. Sec. 513, 774, 1850.1