

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

2000 BUSINESS AFFAIRS

2017 INSURANCE POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to maintain an insurance program to ensure the safeguarding of college buildings, equipment, personnel and the Board of Trustees.

The College shall seek reimbursement for property which is lost, destroyed or damaged through the action of an individual or group.

College employees are required to report all incidents and/or accidents that have the potential of resulting in a personal injury or loss of property. The Vice President of Finance and Operations is responsible for implementing a process for such reporting.

PROCEDURE:

- 2017.1 The Vice President of Finance and Operations shall review the College's insurance coverage levels and limits, ensuring that appropriate levels of coverage are in effect.
- 2017.2 All individuals involved in an accident or incident on campus that has the potential of resulting in a personal injury or a loss of property are required to complete and submit an Accident/Incident Form to the Vice President of Finance and Operations. Forms are available on the College's website under the Human Resources – Employee Forms tab.
- 2017.3 The Vice President of Finance and Operations shall process and submit the claim information to the appropriate insurance agency.

2017 INSURANCE POLICY

Policy Origin Date: 10/09/1974

Procedure Origin Date: 10/09/1974
06/15/2021

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