

INSURANCE PROGRAM/RISK MANAGEMENT

Code **EI** Issued **1/03**

Purpose: To establish the basic structure for maintaining adequate insurance.

The director will recommend to the board the purchase of adequate insurance to protect certain physical assets of the center system. The insurance will also protect personnel for civil liability and medical expenses to the extent of coverage.

The center will provide the health insurance program specified by the State of South Carolina to all full-time permanent employees of the center. (A full-time permanent employee is classified as an employee working a minimum of 30 hours per week in a permanent capacity such as teacher, aide, etc.; substitute teachers are not classified as permanent.)

Upon recommendation of the director, the board will also authorize the individual purchase of other insurance protection including annuities by staff members, their spouses and families as well as for students. Staff members may use payroll deduction for certain approved insurance programs. The director will develop and maintain procedures for provision of insurance and for payroll deduction.

Workers' compensation

The board provides workers' compensation insurance coverage through the South Carolina School Boards Insurance Trust for all center employees.

The South Carolina Workers' Compensation Law is designed to provide medical and monetary benefits for an employee who sustains an accidental injury arising out of and in the course of his/her employment. The law provides medical care to bring about the earliest possible recovery from the injury, a percentage of wages and salary lost during the injured employee's disability, and, in case of death, compensation for the deceased employee's dependents.

Under the workers' compensation law it is the responsibility of the center to provide medical treatment for employees injured on the job. Center employees must use those providers specified by the employer. Designation of medical treatment providers will be made by the center in consultation with and upon the recommendation of the worker's compensation insurance carrier. The refusal of an employee to accept any medical, hospital, surgical or other treatment when provided by the employer will bar such employee from further compensation until such refusal ceases unless, in the opinion of the South Carolina Workers' Compensation Commission, the circumstances justified the refusal.

When an employee is absent from work as a result of accidental injury arising out of and in the course of his/her employment, available sick leave and annual leave and workers' compensation benefits can be coordinated to the extent such leave and benefits are available.

Every injured employee or his/her representative will immediately, on the occurrence of an accident or as soon thereafter as practicable, give or cause to be given to his/her director or immediate supervisor and to the center office a notice of the accident.

Adopted 1/27/03

Legal references:

- A. S. C. Code, 1976, as amended:
 - 1. Section 11-9-610 - 680 - State sinking fund.
 - 2. Section 42-1-10, et seq. - The South Carolina Workers Compensation Law.