



Risk Management Coverage for Employees

Policy Series: 5000 Personnel

Policy No. 5350

Purpose

The purpose of this policy is to identify the District's election to extend risk management coverage to eligible employees acting within the scope of their employment and to establish procedures for providing employees with required notices and acknowledgments regarding legal liability protection.

Overview

The Board elects to extend insurance coverage available through risk management to District employees in their individual capacities to the extent that claims of liability arise from acts or omissions performed within the scope of the employee's employment with the District.

Coverage is subject to the terms, conditions, limitations, exclusions, and eligibility requirements established by applicable law, the state risk manager, the Risk Management Fund, and any applicable coverage documents.

Notice to Employees

No later than the first day of each school year, the District shall provide each employee with the disclosure prepared by the state risk manager regarding legal liability coverage available to District employees.

The disclosure shall include information regarding:

1. The eligibility requirements to receive coverage;
2. The basic nature of the coverage provided to District employees, including what is not covered; and
3. Whether the coverage is primary or in excess of any other coverage provided to employees.

41 If the District hires an employee after the first day of the school year, the District shall provide
42 the disclosure to the employee no later than ten days after the employee is hired.
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45 **Acknowledgement by New Employees**
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47 The District shall require each newly hired employee to sign a separate acknowledgment
48 confirming that the employee has received the required disclosure and understands the legal
49 liability protection described in the disclosure, including what is and is not covered.
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51 The District shall retain the signed acknowledgment in the employee's personnel file.
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54 **Legal References:**

55 [Utah Code § 63A-4-204](#)

56 [Utah Code § 53G-11-202](#)
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59 **Board Approved:**
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