

Adopted: May 20, 1996
Revised: August 18, 2003
April 17, 2017

District 77 Policy 426

426 INSURANCE

I. PURPOSE

The purpose of this policy is to provide for a program of insurance that provides specific types of coverage for specific employees or groups of employees.

II. GENERAL STATEMENT OF POLICY

- A. All School District employees are covered by a worker's compensation insurance policy that covers injuries suffered while teaching, directing school-sponsored activities, or while otherwise employed by the School District. It is necessary that reports be sent to the State Industrial Commission and the insurance agency as soon as accidents occur. Accidents must be reported promptly to the Business Office. (Blanks on which reports will be prepared will be completed there.) Failure to report promptly may jeopardize chances to collect insurance for an injury. **Note: The employee must file the initial report of injury with the Business Office within forty-eight (48) hours.**
- B. The current Master Agreements between District 77 and the Mankato Teachers' Association, the Association of Principals, the Educational Secretaries Association, the School Food Service Workers' Association, the Minnesota School Employees Association, and the Maintenance and Custodial Association contain the insurance benefits available to members of these bargaining units.
- C. The Director of Business Services is the group leader and may be contacted in the Business Office. Enrollment or application forms must be completed for activating membership, or changing from single to family coverage or vice versa. These forms are available in the Business Office.
- D. A payroll deduction plan is used for the hospital/medical, dental, long-term disability and term life insurance programs.

Cross References: District 77 Policy 428 (Employee Assistance Policy)
District 77 Policy 432 (Absence Without Pay)
District 77 Policy 436 (Extended Leave of Absence)