

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Insurance Coverage for Employees	PAGE <u> 1 </u> OF <u> 2 </u> NUMBER: 37-EAP-04
RULE/CODE REFERENCE: 5120.01; 9.86; 9.87; 109.361; 2743.02	SUPERSEDES: 37-EAP-04 dated 05/25/06
RELATED ACA STANDARDS: 4-4041; 2-CO-1B-11; 4-APPFS-1C-08; 4-APPFS-3D-26	EFFECTIVE DATE: January 21, 2011
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish a written procedure that provides selected insurance coverage to Department employees, contract volunteers and independent contractors.

III. APPLICABILITY

This policy generally applies to all persons employed by or under contract with the Department of Rehabilitation and Correction. It specifically applies to all employees of the Division of Business Administration and Business Offices throughout the Department.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that the agency provides selected insurance coverage to Departmental employees, volunteers, and independent contractors. Coverage can be provided by private companies, self-insurance, or state insurance programs.

VI. PROCEDURES

- A. Worker's Compensation benefits will be provided and processed as outlined in the Department of Administrative Services Office of Benefits Administration Worker's Compensation Procedures Manual for employees of the Department.

- B. Civil liability for staff will be administered as outlined in the Ohio Revised Code, sections 9.86; 9.87; 109.36; and 2743.02. When a contractor provides staff, other than him or herself, that contractor will be responsible for providing appropriate insurances for those individuals.
- C. Liability for official vehicles will be administered as outlined in Department of Administrative Services Directive No. 00-13 (State Motor Vehicle Liability Program) for employees of the Department and approved contractors.
- D. Public Employee Blanket Bond Coverage will be provided as outlined in the Government Crime Policy for employees of the Department.