



**POLICY #:** A-12  
**Insurance Requirements**

**ISSUED:** January 17<sup>th</sup>, 2013

**PURPOSE:**

To assure that Workforce Investment Council maintains sufficient insurance to prudently protect itself, its directors and officers against liabilities, in accordance with reasonable and sound business practices.

**REFERENCE:**

- Memorandum of Agreement: Clackamas County
- ORS 656.017

**POLICY:**

Workforce Investment Council will carry appropriate insurance to insure itself against claims of bodily injury, illness, or other damages or losses. At a minimum, coverage will include:

General Liability Insurance

Protection is provided against losses from bodily injury or property damage.

Directors and Officers Insurance

Protection is provided against "wrongful acts" including errors & omissions or audit exceptions.

Motor Vehicle Insurance

Workforce Investment Council will require each of its staff who uses their motor vehicles to provide proof of automobile insurance in an amount that meets the state minimum insurance requirements. In addition, non-owned auto coverage will be maintained to provide excess protection.

Workers Compensation Insurance

Protection is provided for employees by coverage in an amount consistent with the laws of the state of Oregon.

Employee Fidelity Bond or Crime Insurance

Protection is provided against employee dishonesty.

Approved:

1/17/13

Workforce Investment Council Board Chair

Date