

**Williamsburg Technical College
PROCEDURE**

SECTION E – FACILITIES MANAGEMENT

Title INSTITUTIONAL INSURANCE	Number E-10.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. E-10.1 Date 5/24/10

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. All insurance risks will be identified and evaluated on an annual basis by the Vice President for Administration and Finance. As a state entity, all insurance coverage will be obtained through the State Insurance Reserve Fund.
- II. Insurance coverage on buildings, contents, and data processing equipment is provided by the State Insurance Reserve Fund at replacement value.
- III. Tort liability insurance is provided on all employees and Area Commission members under a State Board for Technical and Comprehensive Education blanket policy through the State Insurance Reserve Fund.
- IV. Liability insurance is provided through the State Insurance Reserve Fund for all College-owned vehicles. Vehicles leased from the Motor Vehicle Division are covered by insurance provided by that agency. All accidents involving vehicles should be reported immediately to the Associate Vice President for Facilities Management. Only employees possessing a valid driver's license are authorized to drive College vehicles.
- V. All employees are covered under a State Board for Technical and Comprehensive Education Blanket Honesty Bond.
- VI. All health sciences students and faculty are covered with a professional liability policy.