

## POLICY



## SELF-INSURANCE PROGRAM

Category: Finance  
Approval: Vice President, Finance and Administration  
Responsibility: Vice-President, Finance and Administration  
Date: Date initially approved: November 1, 2007  
Date of last revision: August 18, 2010  
January 15, 2014

### ***Definitions:***

Nil

### ***Purpose/Reason for Policy:***

The purpose of this policy is to encourage good risk management practices at the departmental level by offsetting losses to individual departments that fall under our \$50,000 CURIE property policy deductible, when appropriate risk controls are in place.

### ***Scope of this Policy:***

This policy applies to Trent owned property that has been procured with operating or research funds. Personal property and property procured with ancillary funds are not covered by this policy.

### ***Policy Statement:***

The Risk Management Department will maintain a Self Insurance Program to offset losses on a first come, first served basis that fall under the CURIE Property Policy deductible. The Self Insurance plan has a deductible of \$250 that may be waived at the discretion of the Director, Risk Management, if it can be determined that the factors contributing to the loss were not within the control of the department/employee sustaining the loss. Conversely, if the loss was foreseeable and appropriate preventative measures were not taken, the claim may be denied or the amount payable reduced.

### ***Responsibilities:***

Employees sustaining a loss will submit their claim to the Risk Management Department in accordance with the attached procedure.

The Director, Risk Management, will investigate the loss, determine the circumstances of the loss and decide the amount (if any) of the reimbursement.

***Contact Officer***

Director, Risk Management

<b><i>Date for Next Review</i></b>	January 15, 2019
<b><i>Related Policies, Procedures and Guidelines</i></b>	CURIE Property Insurance Policy
<b><i>Policies Superseded by This Policy</i></b>	Nil

<b>PROCEDURE</b>
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**SELF INSURANCE PROGRAM**

Contact Officer

*Manager, Records & Policy*

<b>PROCEDURE</b>	<b>Purpose</b>	To outline the steps to be followed and the information required to make a claim under the Self Insurance Program.
	<b>Procedure</b>	
	<b>Claimant</b>	<p>Step 1. Complete a Claim Report. Claim Report Forms may be downloaded from the Risk Management web site: <a href="http://www.trentu.ca/riskmanagement">www.trentu.ca/riskmanagement</a>. The form must include:</p> <ul style="list-style-type: none"> <li>• A Security and/or Police report pertaining to the loss;</li> <li>• Proof of original purchase price (original receipts) and replacement value. In the case of electronics and mechanical items, claim payment will be based on the residual book value of the item as determined by Purchasing Services. Equipment losses that are below the dollar threshold for capitalization per Trent's Capitalization policy will be reimbursed at book value less accumulated depreciation at the time of loss, in manner consistent with treatment as if the original acquisition had been capitalized.</li> <li>• Submit all documentation to the Risk Management Office, Room 108, Blackburn Hall, 748-1011 extension 7372, Fax 748-1009.</li> </ul>
	<b>Director, Risk Management</b>	Step 2. Assess the information supplied and investigate as required to determine the circumstances of the loss and determine the amount to be reimbursed. The Director, Risk Management may recommend additional risk controls to prevent further losses.
	<b>Risk Management Assistant</b>	Step 3. Contact the claimant to arrange remuneration, file the claim form and maintain a searchable data base of all self-insurance claims.
	<b>Claimant</b>	Step 4. Identify alternate funding source if full amount of loss has not been reimbursed. If the claimant does not accept the Director, Risk Management's decision, s/he may appeal that decision to the Vice-President, Finance and Administration by e-mail.

<b>Date Approved</b>	November 1, 2007
<b>Approval Authority</b>	Vice-President, Finance and Administration
<b>Date of Commencement</b>	Pre-2007
<b>Amendment Dates</b>	August 18, 2010, August 18, 2013

<b>Date for Next Review</b>	January 15, 2019
<b>Related Policies, Procedures and Guidelines</b>	Self Insurance Program Policy, CURIE Property Insurance Policy