

# MORGAN COUNTY BOARD OF EDUCATION

## PRIVATE PERSONNEL INSURANCE POLICIES

Descriptor Code:  
**DP**

Issued Date:  
**9/2/97**

In order to ensure efficient management of business and fiscal matters and quality to all personnel, the Board shall ensure that:

1. Personnel payroll deductions are not authorized or implemented for private insurance policies for personnel unless:
  - a. The insurance company files documentation with the Finance Office which ensures that a minimum of either 20 or 8% (whichever is greater) of professional personnel have indicated, by signature, that they desire to have payroll deductions authorized in order to carry a policy with this company.
  - b. The insurance company maintains a minimum of either 20 or 8% (whichever is greater) of policies with professional personnel on a monthly basis.
2. In the event, that an insurance company fails to maintain a minimum of either 20 or 8% (whichever is greater) of policies as described above, all personnel affected shall be notified in writing by the Finance Office that payroll deductions for this company will be terminated in 60 days from the date of the notice. Personnel who wish to continue their policy must contact the company and make arrangements to pay their premium directly to the company.
3. This policy shall in no way affect personnel health or other insurance policies carried by the Board.
4. As of the effective date of this policy, the Finance Office shall notify in writing all personnel affected that payroll deductions will be terminated in 60 days for insurance companies who do not currently have a minimum of either 20 or 8% (whichever is greater) of policies with professional personnel. Affected personnel shall be informed that those who wish to continue their policy coverage must make arrangements with the company within 60 days to make premium payments directly to the company.
5. As of the effective date of this policy, the Board shall notify in writing all currently employed professional personnel and support personnel concerning the provisions of this policy.