

## **Business and Operations**

### **LIABILITY AND PROPERTY INSURANCE**

**SP 3530.00**

The County Superintendent provides property and liability insurance for County Office employees and property. The County Office is a member of a joint powers authority, known as the Northern California School Insurance Group (NCSIG).

There are different types and levels of coverage within the Property and Liability Program which are subject to varied deductibles.

NCSIG is responsible for the management of any claim filed by or for the County Office, from inception to termination.

Employees are directed to cooperate with NCSIG through the liaison of Business Services, Sara Adan at 467-5030. Business Services shall immediately notify NCSIG of all claims and potential claims, assist in securing, giving evidence and assuring the cooperation of all witnesses who are County Office employees, and attend hearings and trials as necessary.

*Legal References:*

*Education Code: 35208, 35213, 35214*

## **MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:**

**Date Revised:** 04/06/2005