

**CONTRA COSTA COUNTY
SCHOOLS INSURANCE GROUP**

**Administrative
Policies
&
Regulations**



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The philosophy, goals, and general objectives of the Contra Costa County Schools Insurance Group (Agency), provide a foundation for development of policy and regulations governing responsible self-insured workers' compensation and health benefits programs.

The Executive Committee of the Governing Board of CCCSIG believes that the effectiveness of the program depends upon a common vision held by the Board, the Executive Director and Agency employees. The Executive Committee believes that this common vision is achieved through an ongoing, strategic planning process for continuous improvement. The strategic planning process protects the past, provides for the present, plans for the future and preserves the mission of quality and excellence the Agency has established.

The Executive Committee, the Executive Director, and the Agency employees have separate roles and responsibilities. The Executive Committee establishes policy with the Executive Director. The Executive Director translates policy into administrative regulations that direct the Agency's performance, provide guidelines for the employees and measure program success. The Executive Committee and Executive Director are ultimately responsible and accountable for all policies and regulations adopted and implemented.

The administrative policies and regulations in this manual are defined as follows:

An Administrative Policy (AP) is a definite course of action adopted by the Executive Committee for expediency. It is a mandatory (shall) directive and may be accompanied by administrative regulations.

An Administrative Regulation (AR) is a course of action directed by policy. It is considered permissive (may) and the Executive Committee will act to delegate authority for approval of Administrative Regulations to the Executive Director.

Amendments to policy and administrative regulation are actions taken only in official Executive Committee meetings called, scheduled, and conducted according to CCCSIG Bylaws and statutes of the State of California pertaining to public agencies.

NOTE:

Throughout the Administrative Policies & Regulations the Contra Costa County Schools Insurance Group is defined as "Agency".

The Contra Costa County Schools Insurance Group (Agency) is a Joint Powers Authority organized in 1977 for the purposes of self-insuring workers' compensation and provision of loss prevention services to its 20 member public school districts in Contra Costa County. Today, it is a self-insured, self-administered public agency, which is the largest of its kind in the State of California. Of the 22 member districts, 20 are K-12 school districts, one County Office of Education and one Community College District. The Agency's workers' compensation program encompasses greater than 20,000 employees and more than \$820 million in payroll, which translates to approximately \$20 million in workers' compensation premium. Of the 22 member districts in the JPA, 9 are also members of the Health Benefits Program, which continues to grow and expand.

The Agency has been recognized for success in leadership by its peers. First accredited by the California Association of Joint Powers Authorities (CAJPA) in 1993, the Agency currently is Accredited with Excellence.

Due to the success of the program since it became self-administered in 1995, the member Superintendents and Governing School Boards supported and implemented changes to the JPA to incorporate the potential for provision of other areas of insurance coverages, the first of which was the health benefits program. CCCSIG will continue to look into other avenues and potential areas of coverage to best serve the member's interests.

CCCSIG is committed to customer service and cost containment for its member districts. Some of the programs implemented by CCCSIG, that have assisted with decreasing the cost and number of workers' compensation claims are a strong early return-to-work program; in-house bill review; an in-house nurse; post offer, pre-employment strength testing; wellness and safety services, which include ergonomic evaluations, trainings and presentations in all areas of health, wellness and safety; as well as many other resources made available to members.

CCCSIG was recognized by the State of California with a "Fit Business Award", which was presented in an awards ceremony to CCCSIG by then State Senator Tom Torlakson, who was also the Chairperson for the California Task Force on Youth and Workplace Wellness. CCCSIG was recognized in the small business category, for being on the forefront of providing employees a worksite environment that supports healthy choices, as well as recognizing the many programs and procedures that CCCSIG has in place for overall employee wellness.

CCCSIG's overall attitude towards employee health, wellness and safety carries over to its member districts, through the health, safety, and claims services provided and our commitment to enhance the human and financial resources of its members in order to contribute to public education.

MISSION STATEMENT

The Mission of Contra Costa County Schools Insurance Group is to maximize the human and financial resources of our members in order to contribute to and enhance public education.

To accomplish this mission CCCSIG has consistently engaged in strategic planning and goal setting. Our five broad goals, directly supporting our mission, are:

- To promote a safe and healthy working environment.
- To actively engage all participants at all levels in cooperative efforts to achieve this mission.
- To implement effective cost containment activities.
- To administer programs that are fiscally sound and provide stable rates.
- To work together to maintain and celebrate a positive and productive CCCSIG work environment.

VISION STATEMENT

The CCCSIG wants to be known for:

- Providing fiscally responsible management and financial stability.
- Exercising cost-containment measures to reduce costs.
- Responsiveness to our customers.
- Being caring, efficient, proactive and the Joint Powers Authority others look to for example.
- Delivering professional services and managing program operations.
- Effectively promoting employee safety.
- Acting as a partner to local education.
- Educating medical providers.
- Visionary leadership and our "can-do" philosophy.
- Continually striving for improvement and better results.
- Making management and employees aware and responsible for controlling WC costs.