

**CONTRA COSTA COUNTY
SCHOOLS INSURANCE GROUP**

**Organization
Policies
&
Regulations**

Section 100



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**Organization Policies
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GOVERNING BOARD

AP101

The Agency shall be governed by a board of directors composed of one director appointed by each member. Each member shall appoint a principal appointee, who will be known as a "director", and an alternate. An alternate shall have the authority to attend, participate in, and vote at any meeting of the Board when the director is absent. Each director or alternate shall serve at the pleasure of the respective appointing member. Each director shall have one vote on the Board.

The Governing Board shall have the authority to exercise the powers of the Agency as provided in section 8 of the Joint Powers Authority Agreement. In addition, the Board is empowered to:

- Provide for additional assessments and rebates, if required
- Provide for the workers' compensation program, or other self-insurance programs.
- Provide for administration of workers' compensation and related Employer's Liability claims
- Elect officers of the Board/Executive Committee
- Approve fiscal year Administrative budget
- Ensure accurate accounting system for Agency funds
- Provide each member with an annual financial report
- Maintain accurate claims files and provide each member with periodic claims loss reports.
- Delegate its powers and duties, in whole or in part, to the Executive Committee and/or Executive Director

The Governing Board shall have the authority to establish Standing and Ad Hoc Committees as required, and to develop and approve the calendar of Board meetings.

EXECUTIVE COMMITTEE

AP102

The Board shall establish an Executive Committee and may delegate to it functions not otherwise reserved to the Board. The officers of the Board shall also be the officers of the Executive Committee. The officers include a president, vice-president and secretary.

In addition to the officers, the Board shall elect six other members of the Board to the Executive Committee, in accordance with the JPA Agreement and as set forth in the Bylaws. Three members shall be elected for two years. Three members shall be elected for one year. Thereafter, elected members will serve three-year terms. Members may be reelected to serve subsequent consecutive terms.

The Executive Committee shall oversee the ongoing operations of the Agency and is authorized to:

- Perform any and all functions delegated to it by the Board.
- Oversee and direct the performance of the Executive Director.
- Study and recommend to the Board the methods for processing claims; and, whether claim administration should be contracted or provided by staff.
- Require bonds for performance/fidelity.
- Appoint Standing and Ad Hoc Committees as required.

EXECUTIVE DIRECTOR

AP103

The Governing Board shall employ an Executive Director to administer the programs and operations of the Agency subject to the oversight of the Executive Committee. The Executive Director shall serve at the discretion of the Executive Committee.

The Executive Director shall have the following duties:

- Direct and administer the on-going operations of the Agency and its employees, if any.
- Identify problems for the Executive Committee to address.
- Advise the secretary of the need for special meetings of the Executive Committee.
- Prepare written reports of the Agency for presentation to the Executive Committee and the Board.
- Perform any duties assigned by the Executive Committee or the Board.

EMPLOYEES**AP104**

Employees shall be employed by the Agency pursuant to its independent status as a joint powers agency.

Any persons employed by the Agency shall be employees of the Agency, not of its members.

Employees of the Agency shall not have the status of employees of any member district.

CODE OF ETHICS

AP105

It is the policy of the Agency to carry out its mission in accordance with the strictest ethical guidelines and to ensure that the Board of Directors and employees conduct themselves in a manner that fosters public confidence in the integrity of the Agency, its processes, and its accomplishments.

This Administrative Policy and corresponding Administrative Regulation apply to all members of the Board of Directors, Alternate Members of the Board of Directors and employees of the Agency.

Code of Conduct

The Agency and its employees must, comply with all applicable laws and regulations. The Agency will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, including rebates and bribery.

All business conduct should meet and when possible exceed the minimum standards required by law. Accordingly, employees should strive to ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the Agency's operations.

General Employee Conduct

The Agency expects its employees to conduct themselves in a businesslike manner, and in accordance with all Administrative Policies and Regulations.

Conflicts of Interest

The Agency expects that employees will perform their duties conscientiously, and honestly, and in accordance with the best interests of the Agency. Employees must not use their position, or the knowledge gained as a result of their position, for private or personal advantage. If employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing, may involve them in a conflict of interest with their employer, they shall communicate all of the facts to their Supervisor, the HR Manager or Executive Director.

Dealing with Outside People & Organizations

Employees must take care to separate their personal roles from their Agency position when communicating on matters not involving Agency business. Employees must not use Agency identification, stationary, supplies or equipment for personal matters.

When communicating publicly on matters that involve Agency business, employees should not make representations about the Agency's position on any topic, unless such speech has been authorized by the Executive Director or designee.

When dealing with anyone outside the Agency, including public officials, employees should avoid compromising the integrity or damaging the reputation of either the Agency or any of its members.

Prompt Communications

In all matters relevant to customers, suppliers, government authorities, the public and others in the Agency, all employees should strive to respond promptly and courteously to all proper requests for information, and to all complaints.

STANDING/AD HOC COMMITTEES

AP106

The Governing Board and the Executive Committee shall each have the authority to appoint Standing and Ad Hoc Committees as required. Such committees shall include, but not be limited to, the following:

- Membership Committees
- Nominating Committee
- Health & Safety Committee
- HR/Personnel Committee
- Administrative Committee
- Finance Committee
- Health Benefits Program Committee

WRITTEN COMMUNICATIONS

The Agency shall prepare and distribute reports, newsletters and other communication instruments as required by the Governing Board. These instruments may include, but are not limited to, the following:

- Annual Report
- District Trend Report
- General newsletter
- Web Page
- CCCSIG Services Brochures & Flyers

The Agency will provide and maintain an e-mail system, a voice mail system and Internet connectivity to assist in the conduct of Agency business. These systems, including the equipment and the data stored within, are property of the Agency. All messages created, sent, received or stored in the systems, as well as all information and materials downloaded into the Agency's computers, are the property of the Agency.

Employees requiring use of Internet services for the conduct of Agency business may be required to obtain prior approval from a manager. The Agency reserves the right to monitor, at any time, Internet usage including Web Sites accessed and any information downloaded from such sites.

The Agency reserves the right to retrieve and review any message composed, sent, received, or downloaded from any of the systems. Messages deleted or erased may be recreated; therefore, ultimate privacy of messages is not guaranteed. Passwords for security purposes will be assigned by staff. Employees are advised that retrieval and review of his/her intended messages may occur during periods of absenteeism.

Messages and downloaded data shall not contain content considered offensive or disruptive to any employee. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend on the basis of age, sexual orientation, religious or political beliefs, national origin, or disability. An employee learning of misuse of e-mail, voice mail or Internet systems will report such to his/her immediate Supervisor or the Executive Director or his/her designee.

The Agency prohibits the use of the e-mail, voice mail or Internet systems for personal business unless otherwise authorized by the Executive Director or his/her designee.

The Agency shall participate in the California Association of Joint Powers Authorities (CAJPA) Accreditation Program. The Accreditation Program provides standards by which California JPAs can measure their ability to provide efficient services to their member agencies.

The Governing Board shall approve, adopt and implement resolutions that establish policy for the Agency.

The Agency shall maintain a permanent Resolutions Log.

The Resolutions Log shall include the date adopted, a brief description of the subject matter, the voting record of the members and the sequential numbering for each enactment.