

## **AP 6540 Insurance**

Reference:

**Education Code Sections 70902, 72502, 72506, and 81601 et seq.;**  
**WASC/ACS Criterion 8, Indicator 8.4**

- 1.0 The District will minimize the District's liability for Workers' Compensation claims by restricting authorization of the attendance of employees at special activities and/or professional conferences when they are off duty or otherwise not in a paid status.
  - 1.1 Employees who attend special activities and/or professional conferences at the request and expense of the District, while not in a paid status, will be covered by Workers' Compensation insurance.
  - 1.2 Employees not in paid status, who attend special activities and/or professional conferences at the request of the District but at their own expense, will be covered by Workers' Compensation insurance.
  - 1.3 Employees who attend special activities and/or professional conferences at their own expense, not at the request of the District and while not in paid status, will not be covered by Workers' Compensation insurance.
  - 1.4 Employees who attend special activities and/or professional conferences at District expense will be covered by Workers' Compensation insurance only for the portion of the trip involving the professional activity, and not for any portion involving personal travel or activities.

See Board Policy 2735, Board Member Travel; Board Policy 3810, Claims Against the District; Administrative Procedure 3810, Claims Against the District; Board Policy 4300, Field Trips and Excursions; Administrative Procedure 4300, Field Trips and Excursions; Board Policy 5700, Intercollegiate Athletics; Board Policy 6540, Insurance; Board Policy 6800 Safety, Board Policy 7400, Travel and Conference Attendance; and Administrative Procedure 7400, Travel and Conference Attendance.

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