

10.20 UNINSURED LOSS (EFFECTIVE 6/1/06)

PURPOSE:

The *uninsured loss* fund is an account within the budget of the Risk Management Department used to pay property and liability claims 1) that fall inside of any of the policies' deductible and 2) for which Baylor University is self insured.

AUTHORITY:

Baylor University, through the Department of Risk Management, is responsible for administering all claims and allocating funds to cover those losses based on the facts of the loss.

DEFINITIONS:

A. Uninsured Loss

1. Any theft or damage of Baylor owned property or property under the University's care, custody and control that typically would be covered by conventional insurance.
2. Any minor bodily injury that results in first aid treatment.
3. Does not include repair or replacement of property or equipment due to wear and tear, gradual deterioration, depreciation, insects, or vermin.

B. Mysterious Disappearance

A loss in which the cause of the loss cannot be identified. Example - property that cannot be found; where no evidence of theft exists, such as forced entry to an office or classroom.

SCOPE:

This policy applies to all claims for which Baylor University is required to reimburse a department, person, business or any other claim against it that is not covered by insurance.

POLICY:

- A. Baylor University will reimburse 100% of any loss of Baylor University property covered under the current property insurance policy, up to the amount of the deductible for that policy, based upon the **PROCEDURE WHEN A LOSS OCCURS** outlined on page two of this policy.
- B. This policy will only reimburse claims (non auto-related) that are above \$200 in value. This is not a deductible. All approved claims over \$200 will be paid from the Risk Management *uninsured loss* fund. Losses under \$200 shall be paid out of the responsible department's budget.
- C. Baylor University will reimburse for property damage to automobiles owned or leased by Baylor. There will be a \$500 deductible assessed to the department that owns or leases the vehicle. Risk Management Department will transfer the amount of the repair to the vehicle to the department responsible for the vehicle less the \$500 amount. If you are involved in an

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automobile accident in, or need to report damage to, a Baylor owned or leased automobile refer to the [Automobile Accident Reporting Guide](#) and then file the [Auto Accident Reporting Form](#) with the Coordinator of Insurance and Risk Services. Both forms are available online under Forms & Paperwork on the Risk Management website.

- D. All Losses must be reported to the Department of Risk Management within 30 days of the loss to be considered for payment.
- E. Theft losses require that a police report (Baylor DPS) be filed immediately when the loss is discovered.
- F. Baylor University will not reimburse for losses of personal property.
- G. Baylor University will reimburse non-faculty/non-staff members (those not covered by Workers' Compensation Insurance) for minor medical expenses for accidents that occur on Baylor property for which Baylor could be considered negligent in exchange for a release of claims.
- H. *Mysterious disappearance* of property is not reimbursable under this policy.

PROCEDURE WHEN A LOSS OCCURS:**A. Baylor Property Loss – Natural Causes**

1. For property damage losses as a result of water, fire, wind, hail or other causes, contact the Service Center at X1361 first. They will begin the process to correct the damage to property. Then the responsible department must fill out the [Lost, Stolen, Damaged or Recovered Property Report](#). It must be signed by the Department Manager or both Chair and Dean if reported by faculty, then sent to the Risk Management Department along with the Baylor DPS Report. Submittal instructions are on the form. Contact the Coordinator of Insurance and Risk Services at X8985 if there are any questions.
2. After all of the information is accumulated and the investigation is complete, the Risk Management Department will work with the responsible department to resolve the damages.

B. Baylor Property Loss - Theft

1. Upon discovery of a loss, the responsible department must fill out the [Lost, Stolen, Damaged or Recovered Property Report](#). It must be signed by the Department Manager or both Chair and Dean if reported by faculty, then sent to the Risk Management Department along with the Baylor DPS Report. Submittal instructions are on the form. Contact the Coordinator of Insurance and Risk Services at X8985 if there are any questions.
2. Upon receipt of this signed form, the Director of Risk Management and the Coordinator of Insurance and Risk Services will meet to decide on reimbursement of the claim. Their decision will be communicated to the submitter of the claim. If the submitter wants to

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appeal this decision, the submitter must notify the Coordinator of Insurance and Risk Services. At that time an Uninsured Loss Claims Committee consisting of the Coordinator of Insurance and Risk Services and representatives from Risk Management and the Risk Management Committee will meet to evaluate the claim.

- 3. After evaluation by the Uninsured Loss Claims Committee is complete, a decision will be communicated to the submitter. If reimbursement is approved, the Budget office will be notified by Risk Management to transfer funds from the Uninsured Loss account to the appropriate department’s budget.

C. Injury to Visitor (non-employee & non-student)

- 1. All injuries, illnesses, incidents, accidents, sprains, or strains (no matter how slight) shall be reported in a prompt manner via the [Incident Report Form](#).
- 2. The procedures to follow in the event of an accident are as follows:
 - a. Seek immediate medical attention if necessary. As with any accident, the injured person’s well being is first priority. If immediate medical assistance is needed, request as soon as possible by calling 911.
 - b. A thorough investigation will be conducted.
 - c. The Department of Risk Management will evaluate the accident for reporting/recordkeeping requirements and follow up as required.

Formulated: 1/17/06

Approved by Risk Management Committee: 1/20/2006

Effective: 6/1/06

[Signature on File] _____

Warren A. Ricks
Chairman, Risk Management Committee
Director of Risk Management

Date

[Signature on File] _____

Charles D. Beckenhauer
General Counsel

Date

[Signature on File] _____

Reagan Ramsower
Vice President for Finance and Administration

Date