



Policy Title Staff Protection	Original Adoption Date 7/1/79	Policy Number HR-335
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief Human Resources Officer	
Policy Statement		
<p>Lakeshore Technical College (LTC) provides worker's compensation coverage for work-related and accident occurrences, errors and omissions liability coverage for employment and education legal actions, general liability coverage, and coverage for medical services provided in the course of employment.</p> <p>Employees will be defended by LTC in any charges or lawsuits brought against them as a result of carrying out assigned duties and responsibilities within the scope of their employment at the college and while in compliance with district board policies and regulations.</p> <p>Intentional acts of violence or harm such as physical battery, molestation, sexual assault, liable, or slander are not considered acts within the scope of employment and employees must defend such charges as personal. The district will review lawsuits and charges made against employees and will make a preliminary decision whether the employee's act was within the scope of employment and whether the district will defend the employee.</p> <p>If the district decides not to defend the employee and if the employee's actions are subsequently found by a court of competent jurisdiction to be within the scope of their employment, the district will reimburse the employee for all legal defense costs incurred by the employee.</p> <p>Accident/medical reports arising out of incidences will be kept confidential to the extent provided by law.</p> <p>Once an incident occurs, any responses to agents, attorneys, investigators, physicians, etc., for general liability reasons, will be coordinated through the Financial Services director and medical service staff members. For worker's compensation (employment) and education legal matters, contact the Human Resources department.</p>		
Reason for Policy		
To protect the college's employees from legal action related to their employment.		
Historical Data, Cross References and Legal Review		
<p>Created: 7/1/79 Reviewed/Revised: 3/19/81; 9/21/89; 11/16/89; 5/19/93; 12/15/94; 12/21/94; 6/17/96; 11/26/96; 11/19/10; 1/22/13 Cross Reference: Insurance Management Legal Counsel Review and Approval: Wisconsin Statute 895.46; 893.80 Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.F. Asset Protection</p>		
Definitions		