

Episcopal Diocese of Ft. Worth

Property & Casualty Standards for Parishes With and Without Schools (Adopted October 20, 2005)

Parish Property/Casualty Specifications

Company/Agent Qualifications:

1. Insurance companies with a Best's quality rating of B++ or better.
2. Insurance companies with a Best's financial size category of VIII or better.
3. If independent insurance agent involved, minimum ten years' experience with recognized credentials. Agents' Errors & Omissions liability insurance with minimum limits of \$1,000,000 required with certificate of insurance each year.

Applicable to Parishes without an affiliated School:

Property Insurance:

1. 100% insurance to value on buildings and structures.
2. 100% insurance to value on personal property. ***
3. Bi-annual inventory and property valuations review.
4. Replacement Cost with 80% co-ins. Clause, or Agreed Value coverage (preferred).
5. Deductibles – generally not more than \$10,000.
6. Perils – All Risk or Extended All Risk including Flood (if an exposure) and including Terrorism.
7. Fine Arts – parish discretion. ***
8. Business Income/Extra Expense - \$50,000 minimum.
9. 90-day extension to newly acquired properties.
10. 90-day extension to new construction once occupied.
11. Valuable papers and records - \$25,000 minimum.
12. Property at other locations - \$50,000 minimum.
13. Clergy/Non-clergy Personal Property - \$10,000 minimum.
14. Sprinkler leakage coverage – if applicable.
15. Employee Dishonesty/Money Theft - \$10,000 or 12% of operating income, whichever is more.
16. Ordinance of Law Coverage – Required.
17. Debris Removal – 10% minimum of insurable values.
18. Dwellings – if any – 100% insurance to value for building & structures.

***** Need clear understanding of limits and exclusions (glass, precious metals, fragile articles, etc.)**

Commercial General Liability Insurance:

1. Occurrence coverage only - \$1 MIL each occurrence/\$2 MIL General Aggregate/\$1 Products and Completed Operations Aggregate minimum.
2. Medical Payments - \$5,000 limit minimum
3. Sexual Misconduct Liability included at limits above.
4. Pastoral Counseling/Professional Liability included at limits above.

Automobile Liability Insurance:

1. \$1 MIL each occurrence "Any vehicle"
2. Motor Vehicle Report checks annually on staff and volunteers.
 - a. No more than three moving violations.
 - b. Drivers with DUI in last five years cannot drive.
3. Personal Injury Protection at statutory limits on owned vehicles.
4. Hired Car/Non-Ownership liability at policy limits.
5. Uninsured Motorist/Underinsured Motorists – parish discretion. If no owned vehicles, reject coverage may be necessary.

Workers' Compensation:

1. Statutory Coverage A and \$500,000 each coverage for Coverage B.
2. Annual loss reporting to Diocese for TWCC Modifier.

Directors' and Officers' Coverage/Employment Practices Liability:

1. \$1 MIL minimum each claim or occurrence; Occurrence coverage preferable.
2. Broad Named Insurance i.e. committee members etc.
3. Defense outside limits preferable but not common
4. Self-Insurance Retention determined by audit principles.
5. Employment Practices Liability required for all parishes with more than five (5) employees. Five (5) or fewer employees, parish discretion.

Umbrella/Excess Liability: \$1 MIL each occurrence /\$2 MIL Aggregate excess of underlying coverage or Self-Insurance Retention (SIR)

Applicable to Parishes WITH an affiliated School:

The above minimums for Parishes without an affiliated School apply to Parishes with an affiliated School, with the following amplifications by identified section:

Property insurance:

8. Business Income/Extra Expense – 90% of tuition income
11. Valuable Papers and Records - \$50,000 minimum
12. Property at other locations/off premises - \$100,000 minimum/Property at Special Events - \$25,000 minimum.
19. Pollutant Clean up and Removal \$25,000 minimum.
20. Detached structures/Garages/Sheds – as needed
21. Accounts Receivable – 90% of receivables exposure.
22. Electronic Data Processing (EDP) Equipment, Data and Media - \$50,000 minimum.
23. Spoilage - \$10,000 minimum.
24. Property in Transit - \$10,000 minimum.
25. Off-Premises Power Failure - \$25,000 minimum.
26. Theft of money Inside/Outside - \$10,000 minimum.

Commercial General Liability Insurance:

5. Teachers'/Educators' Professional Liability at limits.
6. Corporal Punishment – prefer no exclusion
Comment - Will require written guidelines with regard to disciplinary action.
7. Kidnap Expense - \$50,000 per Abduction minimum.

Automobile Liability Insurance:

5. Uninsured/Underinsurance Motorist Coverage – School's discretion based upon minimum liability limits required of staff and volunteers. May select lower limits on Bodily Injury, but reject Physical Damage as a rule.
6. Vans and buses under 20-passenger - \$2 MIL minimum in limits satisfied by either primary insurance or \$1 million additional in umbrella limits.
7. Buses over 20-passenger - \$5MIL minimum in limits satisfied by either primary insurance or \$4 million additional in umbrella limits.
8. MVR check and proof of insurance required on all parents/volunteers providing transportation to/from special events.

Directors' and Officers' Coverage/Employment Practices Liability:

2. Named Insured extended to include all School Board Members and Committee Members.
5. Both D&O and EPLI required at limits indicated above.

Umbrella/Excess Liability:

\$5 million each occurrence/ \$5 million Aggregate excess of all underlying coverage indicated or Self-Insured Retention (SIR) except for EPLI coverage.

Excess Student Accident/Athletic Participants coverage:

\$10,000 per student (This coverage costs around \$5.00 per student per year for \$25,000 in limits)

Certificate requirements from all major vendors with contracts (hence the need for these requirements to be in the contract under “insurance provisions”) and building contractors performing work on campus providing the following minimum limits prior to work being performed on campus:

1. Commercial General Liability:
 - a. \$500,000 each occurrence
 - b. \$1 MIL General Aggregate
 - c. \$1 MIL Products and Completed Operations
2. Workers’ Compensation: Coverage A and Coverage B
3. Automobile Liability: \$500,000 each occurrence.