

Part: **Financial Management and Administration**
 Section: **Treasury Board's Risk Management Policies**
 Subsection: **Other Risk Management Policies**
 Policy: **Insurance**

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Insurance

- Objective** *The objective is to provide for the purchase of insurance to protect the Government from losses.*
- Authority** *The Financial Administration Act, 1993, clause 5(a), subsection 10(2)*
- Applicability** This policy applies to ministries.
- Treasury Board Policy**
- .01 Ministries are responsible for assessing their insurance requirements.
 - .02 Authorization of insurance purchases is required from the Director, Risk Management Services, Ministry of SaskBuilds and Procurement.
- Provincial Comptroller Directives**
- .03 Generally, the Government self-insures. Where ministries have determined a need for additional insurance, they are to contact the Director, Risk Management Services for approval of insurance purchases.
- Medical Insurance**
- .04 All in-scope (SGEU and CUPE, Local No. 600-3) and out-of-scope employees have out-of-country medical insurance coverage under their respective Extended Health Care Plans. The Government will not pay for additional travel medical care insurance coverage for employees covered under the Extended Health Care Plans.
- Enquiries should be directed to the Director, Risk Management Services concerning medical insurance coverage for individuals not covered by the Extended Health Care Plan.
- Unscheduled Air Flight Insurance**
- .05 The Public Employees Benefits Agency (PEBA) administers the Government's self-insured Unscheduled Aircraft Plan. Approval of the Lieutenant Governor is required to pay claims. Address enquiries to the Director, Benefit Programs, PEBA.
- Scheduled Air Flight Insurance**
- .06 PEBA administers the Government's group life insurance policy for employees traveling by air on scheduled aircraft. Coverage is provided when a board member, commission member or full time employee is riding solely as a ticketed passenger in, or boarding or alighting from, a certified multi-engine aircraft or passenger aircraft provided by a regularly

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scheduled airline on any regularly scheduled trip operated between licensed airports (e.g., Air Canada, West Jet, Athabasca Airlines, etc). Address enquiries to the Director, Benefit Programs, PEBA.

Purchase Card, Travel Card and Air Billing Account Insurance .07

Travel insurance benefits are provided by the purchase card bank to the cardholder for the use of purchase cards and travel cards. For air billing accounts, the purchase card bank provides travel insurance benefits to all travelers with airfare charged to the account. For further information, refer to the [Purchase Card Program intranet site –Travel Insurance](#).

Life Insurance or Trip Cancellation .08

Reimbursements for life insurance or trip cancellation insurance are not permitted. Refer to [Section 3136 Travel Expense Claims](#).

CVA Vehicle Insurance .09

The Ministry of SaskBuilds and Procurement carries standard license plate insurance and additional public liability insurance on CVA vehicles.

Property and Tenants' Legal Liability Insurance .10

The Ministry of SaskBuilds and Procurement provides the insurance on its tenants' assets and its tenants' legal liability insurance.

Insurance Considerations .11

Where there is a risk of substantial loss to the Government of Saskatchewan due to contractor error or default, ministries are responsible for assessing the need for the contractor to carry a form of insurance (e.g., liability insurance, an indemnity bond or a payment bond).

References

[3112 Petty Cash and Cash Register Float Losses](#)
[3134 Travel Cards](#)
[3136 Travel Expense Claims](#)
[3154 Purchase Cards](#)
[4100 Other Risk Management Policies](#)
[4105 Reporting Incidents of Fraud or Similar Illegal Acts](#)
[4110 Compensation for Loss Payments](#)
[4115 Fidelity Bond](#)
[4120 Employee Liability Protection](#)