CSU The California State University
OFFICE OF THE CHANCELLOR

Risk Management
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Memorandum ***October 27, 2015***

To: Campus Risk Managers and Procurement Offices
From: Zachary Gifford
Director, Systemwide Risk Management
Re: Indemnification and Insurance Language in Agreements with Public K-12 Student Placements

The California State University (CSU) is committed to developing enduring partnerships with our major partners in student training placements. Our public K-12 partners have come to the conclusion that they cannot accept student placements where inadequate indemnity and insurance coverage is in place to protect the districts. To resolve this, Systemwide Risk Management has developed standard indemnification and insurance language in agreements with school district members of the following public K-12 insurance programs:

- North Bay Schools Insurance Authority
- Schools Insurance Authority
- San Mateo County Schools Insurance Group

The attached sample agreements include the indemnity and insurance language reviewed and approved by CSU Systemwide Risk Management and CSU Office of General Counsel. Authorized campus personnel may negotiate other terms, such as scope of work and duties, with a school district as appropriate. It is recommended that indemnity and insurance not be altered as this would potentially impact coverage under CSURMA and a district's insurance program.

PLEASE NOTE: The attached language applies only to agreements between CSU and public school districts that involve routine and non-high risk activities. This does not eliminate the need to adhere to the risk analysis process described in Technical Letter RM2012-01, when considering agreements between the CSU and the school districts. Agreements that you identify **as involving high risk activities may require different insurance and indemnification language than the attached.** For example, any agreement involving transportation or athletics will require a documented risk analysis, and the attached language may not apply.

Please note that the language in these sample agreements is not applicable for the Service Learning placement agreements. Refer to the Managing Risk in Service Learning Manual for those placements.

Please refer all proposed agreements to your University counsel as appropriate.

Feel free to contact Systemwide Risk Management at (562) 951-4580 if you have questions.

Attachment

Cc: Mr. William HSU, CSURMA General Counsel
Ms. Melody Kojima, Director, Contracts and Procurement
Mr. Larry Mandel, University Auditor
Ms. Jan DeGracia, Executive Director, North Bay Schools Insurance Authority
Mr. Martin Brady, Executive Director, Schools Insurance Authority
Ms. Cathy Reineke, Executive Director San Mateo County Schools Insurance Group
Mr. Daniel Howell, CSURMA Program Director