



Personnel POLICY MANUAL

S871_1

Professional Liability Insurance

For bargaining unit employees, see applicable Union Management Contracts in addition to the Personnel Policy Manual (PPM). Contract provisions take precedence over the PPM.

1. [ISSUE DATE](#)
2. [EMPLOYEES COVERED](#)
3. [LAW AND REGULATION](#)
4. [DELEGATIONS OF AUTHORITY](#)
5. [SSA POLICY](#)
 1. 5.1. [Reimbursement Amount](#)
 2. 5.2. [Reimbursement Procedures](#)

[Exhibit 1](#) – Risk of Personal Liability and the Ability to Secure Legal Representation

1. **ISSUE DATE** - April 1, 2000 (Revised June 5, 2007, January 26, 2009, and May 24, 2012)
2. **EMPLOYEES COVERED** - All SSA supervisors and management officials including managers, law enforcement officers, management support specialists and team leaders.
3. **LAW AND REGULATION**

Section 642 of Public Law 106-58 and Section 636 of Public Law 104-208 requires agencies to pay up to one-half the cost of premiums for professional liability insurance purchased by covered employees to protect themselves from potential liability for damages resulting from wrongful acts, errors and omissions they may commit in the performance of their official duties. See Exhibit 1 for information on the “Risk of Personal Liability and the Ability to Secure Legal Representation.”

4. [DELEGATIONS OF AUTHORITY](#)
5. **SSA POLICY**

1.5.1. Reimbursement Amount

2. SSA will pay for one-half the cost of premiums (including administration fees) for professional liability insurance.

3.5.2. Reimbursement Procedures

4. Covered employees will be reimbursed for professional liability insurance premiums at the expiration of their coverage period. For example, if the coverage period runs from 12/1/99 to 11/30/00, the employee will be reimbursed for premiums after 11/30/00. To receive reimbursement, covered employees should:

- Complete the application. (See Form [SSA-1060](#).) Use your office CAN.

- Attach a copy of the paid receipt showing the policy type, coverage period and total paid premium.
 - Obtain approval from the delegated official ([See Section 4.](#)).
 - Submit application for reimbursement after the expiration of the coverage period. This ensures that employees will not be overpaid should they depart SSA (e.g., retire, resign, etc.) prior to the expiration of the coverage period.
5. Headquarters covered employees should submit their application to the Office of Finance, DAP, Room 2-B-4 East Low Rise Building. Covered employees outside headquarters should submit their application to the local cashier.
6. Headquarters covered employees will be paid by direct deposit. Those employees who do not participate in direct deposit will be paid by U.S. Treasury check that will be mailed to the address on the application. Employees outside headquarters will be paid by a third party draft.
7. Headquarters covered employees should direct questions on the status of their reimbursement requests to the Payment Certification, Customer Service and Management Information Team on (410) 965-0607. Covered employees outside headquarters should contact their local cashier.