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| C.L. "Butch" OtterGovernorrobert geddesDirector |  | State of IdahoDepartment of AdministrationDivision of Insurance and Internal Support Risk Management Program650 West State Street P.O. Box 83720Boise, ID 83720-0079Telephone (208) 332-1872 or Fax (208) 334-5315http://www.adm.idaho.gov |

March 19, 2018

TO: **ALL AGENCY FISCAL OFFICERS AND/OR INSURANCE COORDINATORS**

FR: **JOAN COMPTON**, Risk Management Analyst

 Office of Insurance Management

RE: **PUBLIC EMPLOYEE BLANKET BOND & CRIME INSURANCE RENEWAL**

 July 1, 2018 to July 1, 2019

In preparation for the July 1, 2018 to July 1, 2019 insurance renewal of the Public Employee Blanket Bond and Crime coverage, please use the Risk System (RMIS) to complete and submit your agency’s Employee Bond & Crime data.

Upon entering the RMIS Bond/Crime screen, **select the Fiscal Year 2019 drop down and click the “Get All” button (**which opens all input boxes for entries**).** Enter your agency’s Class A & B employee counts, then click the “**Send to Risk Management**” button.

All permanent full and part time employees must be classified into either Class A or Class B occupation as defined below. **Legislators, Seasonal and/or temporary employees do not have to be counted.**

***Class A employees*** - All executive, administrative, judicial and supervisory officials; department and division heads; peace officers and process servers; and all other employees, who as part of their regular duties handle, receipt or have custody of money, checks or securities **or** are accountable for supplies or other property, **including employees with possession of P-cards**.

***Class B employees****-* Persons not having the duties or responsibilities of Class A employees and who are principally engaged in outside or inside clerical activities, office work such as word processing (typing), business machine operations, etc., or operation of vehicles transporting passengers for cash fares or tickets; skilled and unskilled laborers and craftsmen, members of medical and nursing professions doing non-clerical work; teachers and outside field workers doing non-clerical work; and people engaged solely in mechanical operations of automotive equipment.

***Please use RMIS to submit your final FY2019 data no later than JUNE 1, 2018.***

If you have questions, please call me at 332-1872 joan.compton@adm.idaho.gov or Kristie Fields 332-1869 kristie.fields@adm.idaho.gov.