Human Resources Policy Bulletin Number: 2026-09
City of Lincoln Date: May 2026

Reference:	Title:
Nebraska Workers' Compensation Act State Tort Claims Act (Neb. Rev. Stat. §81-8,209 et seq.)	Self-Insured Claims Policy

I. PURPOSE

This policy establishes clear procedures for the administration, management, and resolution of claims arising under the City of Lincoln's self-insured programs. As a self-insured entity, the City assumes direct financial responsibility for certain risks rather than transferring that risk through the purchase of commercial insurance.

II. DEFINITIONS

A. **Self-Insurance**: The practice of retaining financial responsibility for certain losses rather than purchasing commercial insurance coverage.
B. **Claim**: A request for payment, benefit, or indemnification for injury, damage, or loss that falls within the scope of the City's self-insured programs.
C. **Risk Management Division**: The Human Resources division charged with administration oversight of the self-insured programs, including claims handling.
D. **Third-Party Administrator (TPA)**: An external entity contracted to process claims on behalf of the City.
E. **Excess Insurance**: Insurance purchased by the City to cover catastrophic losses that exceed the self-insured retention (SIR).
F. **Incident**: An accident, injury, event, or occurrence that may give rise to a claim against the City or its self-insured programs.

III. PROVISIONS

A. The City of Lincoln maintains self-insured programs for specified risks, including but not limited to workers' compensation, general liability, automobile liability, and property damage. Claims arising under these programs will be administered in accordance with applicable federal and state laws, City ordinances, collective bargaining agreements, and this policy.
B. The City may contract with third-party administrators (TPAs), medical providers, investigators, or other vendors to assist with claims administration. Final authority for the administration and resolution of claims within the City's self-insured programs resides with the Risk Management Division within the Human Resources Department.

Reference:	**Title:**
Nebraska Workers' Compensation Act State Tort Claims Act (Neb. Rev. Stat. §81-8,209 et seq.)	Self-Insured Claims Policy

C. This policy applies to claims arising under the City's self-insured programs, including but not limited to:
   i. Workers' Compensation – Benefits for work-related injuries or illnesses as required by the Nebraska Workers' Compensation Act.
   ii. General Liability – Claims alleging bodily injury, personal injury, or property damage arising from City operations.
   iii. Automobile Liability – Claims arising from the operation of City-owned vehicles or authorized vehicles.
   iv. Property – Loss or damage involving to City-owned buildings, vehicles, equipment or other property.
   v. Other Programs – Additional risks designated by the Risk Management Division as being administered through the City's self-insured programs.

D. Claims are paid from the City's self-insurance fund or other designated funding sources.

E. Knowingly providing false, misleading, or incomplete information in connection with a claim may constitute fraud and may result in disciplinary action, denial of benefits, referral for criminal prosecution, or civil recovery as permitted by law.

F. The City reserves the right to pursue recovery from responsible third parties for losses paid through the self-insured program.

G. Records will be maintained and disclosed in accordance with applicable federal and state laws, including privacy requirements and public records statutes.

IV. PROCEDURES

A. Employees must report incidents that may result in a claim as soon as practicable but no later than 24 hours after the incident occurs or becomes known.

B. Department representatives must submit incident reports through the City's designated reporting system or as directed by the Risk Management Division or TPA.

C. Risk Management, the City Attorney's Office, and/or the TPA may conduct investigations to determine liability, compensability, and potential financial exposure.

Reference:	**Title:**
Nebraska Workers' Compensation Act State Tort Claims Act (Neb. Rev. Stat. §81-8,209 et seq.)	Self-Insured Claims Policy

D. Claims may be resolved through benefit payments, repair or replacement of property, negotiated settlement, or denial where appropriate. Settlements require approval in accordance with the City's delegated authority limits.
   i. Workers' compensation settlements require approval from Risk Management and the City Attorney's Office.
   ii. Property damage settlements above the delegated authority threshold require City Attorney and City Council approval.
   iii. Risk Management is authorized to resolve property damage claims at or below the established $50,000 threshold without prior Council action.

E. Appeals/Disputes will be:
   i. Workers' compensation disputes will be managed in accordance with Nebraska Workers' Compensation Court procedures.
   ii. Liability claimants dissatisfied with claim resolution may pursue remedies as permitted by law.

V. RESPONSIBILITIES

A. Employees, supervisors, and departments must fully cooperate with Risk Management, TPAs, medical providers, investigators, legal counsel, and insurers involved in the administration, subrogation or defense of claims.

B. Risk Management Division will ensure:
   i. Administering the City's self-insured claims programs
   ii. Maintaining claim records and documentation
   iii. Ensuring compliance with applicable laws and regulations
   iv. Establish financial reserves for open claims and adjust those reserves as needed.
   v. Promptly reported claims exceeding the City's self-insured retention to the applicable excess insurance carrier.
   vi. Authorizing claim payments within delegated authority limits
   vii. Coordinating with TPAs, legal counsel, medical providers, and excess insurers
   viii. Monitoring claim trends and financial exposure
   ix. Reporting program performance and financial impacts to City leadership

C. **Finance Department** – Ensure proper funding, reserving, and payment of claims from the City's self-insurance fund.

Human Resources Policy Bulletin
City of Lincoln

Number: 2026-09
Date: May 2026

Reference:	Title:
Nebraska Workers' Compensation Act State Tort Claims Act (Neb. Rev. Stat. §81-8,209 et seq.)	Self-Insured Claims Policy

The City reserves the exclusive right to interpret this policy. Nothing in this policy limits the authority of the City Attorney's Office to provide legal counsel or represent the City in litigation or settlement of claims.

Barb McIntyre
Barb McIntyre
Human Resources Director

7-1-2026
Date

Leirion Gaylor Baird
Leirion Gaylor Baird
Mayor

7-1-2026
Date