

Book Policy Manual  
Section Issue 2 of 2021 May PDQ (Revised)  
Title Bonded Employees and Officers  
Code DH  
Status From OSBA

### Bonded Employees and Officers

~~(Select one of the following two paragraphs)~~

~~At the time of appointment or reappointment of the Treasurer, the Board authorizes the Treasurer to execute a bond for himself/herself in an amount determined and approved by the Board. The bond must be deposited with the Board President and a copy certified by him/her must be filed with the County Auditor. The premium is paid by the Board.~~

~~OR~~

~~The Board authorizes the use of an employee dishonesty policy in a coverage amount determined and approved by the Board in lieu of a Treasurer's surety bond. This policy must be in place at the time of appointment or reappointment of the Treasurer.~~

~~(Add to both versions)~~

The Treasurer is required to execute an individual surety bond meeting statutory requirements or be covered under an employee dishonesty and faithful performance of duty policy. The amount of coverage shall be determined and approved by the Board. The Treasurer may, at the time of appointment or reappointment to the position, or during the individual's term or employment, become covered under an employee dishonesty and faithful performance of duty policy in lieu of a surety bond. The Treasurer shall not commence or continue the discharge of duties until coverage is documented as required by the Board. A lack of coverage on the date on which the discharge of duties are commenced or continued by the individual shall render the office vacant and it shall be filled in accordance with law.

The employee dishonesty and faithful performance of duty policy also may cover any other entity or individual as determined by the Board including but not limited to the Superintendent, Board President and employees who handle school funds and are included, at Board expense, in a position schedule bond or under the District liability insurance policy. ~~The District also provides for appropriate bonding or insurance for~~ non-employees collecting money on behalf of the District.

LEGAL REFS.:

ORC 3.06  
ORC 3.061  
ORC 131.18  
ORC 3313.25  
ORC 3313.83  
ORC 3319.05  
ORC 5705.412

CROSS REFS.: DM, Deposit of Public Funds (Cash Collection Points)  
EI, Insurance Management

**NOTE:** House Bill (HB) 291 (2018) allows the Board to adopt a policy to allow for the use of an employee dishonesty and faithful performance ~~in lieu~~ of duty policy in lieu of a surety bond for the Treasurer. ~~HB 444 (2021) further revised these provisions, allowing for the Treasurer to be covered under this policy at any time during their term of employment.~~ The Board **must** adopt a policy if they want to take advantage of this option.

Legal ORC 3.06  
ORC 3.061  
ORC 131.18  
ORC 3313.25  
ORC 3313.83  
ORC 3319.05  
ORC 5705.412