**1.3: ADMINISTRATOR AND DESIGNATED ALTERNATIVE POLICY**

**Purpose:** To set guidelines for the administration and day to day operations of the company**.**

**Policy:** It is the policy of the company to ensure a fully qualified administrator is employed for the day-to-day operation of all company services. The administrator shall designate one or more alternates to act in the administrator's absence. The administrator or the designated alternate shall be available for consultation with the state regulatory agency during normal business hours.