



BP 6541 Claims Against the District

References:

Education Code Section 72502; Government Code Sections 900 et seq.; 910 Government Code Section 911.2; Government Code Section 935

1. Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910 and Section 911.2) of the California Government Code.
2. Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.
3. Claims that are subject to the requirements of this policy include, but are not limited to, the following:
 - A. Claims by public entities: claims by the state or by a state department or agency or by another public entity.
 - B. Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.
 - C. Claims for 3rd Party property damage, and/or personal injury.
2. Upon receipt of a summons or written demand covering an incident involving the District, the Business Services Office shall forward a copy of such summons or written demand, together with supporting documents and records immediately to the District's legal advisors and/or its Insurance Administrator, if appropriate.
3. The Board of Trustees delegates to the CEO or the CEO's designee the authority to resolve 3rd Party Claims with documented damages less than \$50,000 whether or not a formal submission of a claim has been filed against the District (Government Code 935.4). In accordance with policy all such transactions will then be Board ratified.
4. The designated place for service of claims, lawsuits or other types of legal process upon the District is:
 - A. Business Services, 26455 Rockwell Canyon Road, Santa Clarita, California 91355

5. Information Requests should be made at the following locations:

- A. Student Records – Admission and Records, 26455 Rockwell Canyon Road, Santa Clarita, California 91355
- B. Employee Records – Human Resources, 26455 Rockwell Canyon Road, Santa Clarita, California 91355

See Administrative Procedure 6541

Board Approved: 10/12/2022

Next Review Date: Fall 2028