BP 6541  Claims Against the District

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

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.

Claims must be presented according to this policy and related procedures as a
prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to,
the following:

- Claims by public entities: claims by the state or by a state department or agency or
  by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage,
  or other expenses and allowances.
- Claims for 3rd Party property damage, and/or personal injury.

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.

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 $10,000 where a formal
submission of a claim against the District has not been filed. In accordance with policy
all such transactions will then be Board ratified.

The designated place for service of claims, lawsuits or other types of legal process upon
the District is:

- Business Services, 26455 Rockwell Canyon Road, Santa Clarita, California
  91355

Information Requests should be made at the following locations:
Student Records – Admission and Records, 26455 Rockwell Canyon Road, Santa
Clarita, California 91355
Employee Records – Human Resources, 26455 Rockwell Canyon Road, Santa Clarita, California 91355

See Administrative Procedure 6541

Approved 9/11/13