

General Institution

AP 3810 CLAIMS AGAINST THE DISTRICT**References:**

Education Code Section 72502;

Government Code Sections 900 et seq., 905, 910 - 915.2, 935, and 945.4

Claims for money or damages shall be submitted on the designated form to the Office of the Assistant Superintendent/Vice President of Administrative Services.

Claim forms may be obtained from Administrative Services. If a claim is not submitted on the designated form, it will be returned. Any claim returned to a person may be resubmitted using the appropriate form.

Within 45 days after the claim has been presented (on the designated form) to the Assistant Superintendent/Vice President of Administrative Services, the Board of Trustees may take action to allow the claim in whole or in part, or the Board may take action to reject the claim. If the Board takes no action, the claim is rejected by operation of law on the 45th day after it was presented to the Superintendent/President.

The Superintendent/President or his/her designee shall serve notice to the claimant of the Board's action allowing or rejecting the claim. The claimant shall be notified that the claim is rejected, allowed in full, allowed in a certain amount with the balance rejected, or rejected by operation of law. Said notice shall also inform the claimant of the six-month time limit pertaining to filing court action pursuant to Government Code Section 913.

If the District decides to allow the claim or offer a compromise in an attempt to settle the dispute, the District shall require the claimant to sign a release or waiver agreeing to payment as full and complete settlement of the claim.

Office of Primary Responsibility: Administrative Services

Date Approved: December 13, 2011

Date Reviewed/Revised: March 12, 2019