

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3810 CLAIMS AGAINST THE DISTRICT

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

Claims by Third Party

1. Third party claims for damages against the District shall be presented not later than six months after an injury to person or personal property, giving rise to the cause of action. The District will make a District form available to any injured party wishing to file a claim within the prescribed time. A claim filed on the claimant's own form shall contain substantially all information requested on the District's form.
2. All claims for damages against the District shall be acted on by the Board of Trustees within forty-five (45) days of receipt. It shall be the policy of the Board of Trustees to deny the claims and refer same to the District's Claims Administrator.
3. Written notice of such action by the Board shall be furnished to the claimant within forty-five (45) days of receipt of claim at the address stated on the claim.
4. Any claims not acted upon by the Board of Trustees within forty-five (45) days of receipt of the claim shall be deemed to have been rejected by the board on the forty-fifth (45th) day.

Other Claims

1. Pursuant to the authority contained in Section 935 of the Government Code of the State, the following claims procedures are established for those claims against the District for money or damages not now governed by State or local laws:
 - a. Employee claims. Notwithstanding the exceptions contained in Section 905 of the Government Code of the State, all claims by public officers or employees for fees, salaries, wages, mileage and any other expenses for allowances claimed due from the District, when a procedure for processing such claims is not otherwise provided by the State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code of the State. Such claims shall further be subject to the provisions of Section 945.4 of the Government Code of the State relating to the prohibition of suits in the absence of the presentation of claims and action thereon by

the District.

- b. Contract and other claims. In addition to the requirements of subsection (a) of this section, and notwithstanding the exemptions set forth in Section 905 of the Government Code of the State, all claims against the District for damages or money, when a procedure for processing such claims is not otherwise provided by State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code of the State. Such claims shall further be subject to the provisions of Section 945.4 of the Government Code of the State relating to prohibition of suits in the absence of the presentation of claims and action thereon by the District.

Claims shall be submitted in writing and shall stipulate date(s), time(s), nature of claim(s), as well as the reason(s) for not presenting the claim(s) at the time of occurrence.

See Board Policy 3810 Claims Against the District.

Board Approved	02/01/11
Desk Review	08/02/13
Revised	06/20/17
Revised	03/15/22