

Any claims against the district for money or damages that 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 Government Code §900) and Chapter 2 (commencing with Government Code §910).

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:

- A. Claims by public entities—claims by the state or by a state department or agency or by another public entity.
- B. Claims by employees for fees, wages, and allowances—claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place[s] for service of claims, lawsuits, or other types of legal process upon the district is/are:

- A. Student records—Admissions and Records Department
- B. Employee records—Human Resources Department
- C. Public records—Public Information Office
- D. Criminal records—Campus Police
- E. Legal processes, lawsuits, summons—Vice President of Human Resources, or the district's Risk Management Officer
- F. Pursuant to Government Code §§935.2 and 935.4, the district is authorized to delegate to an employee such functions relating to claims as the district designates (i.e. ruling on the sufficiency of claims or automatically rejecting certain classes and approval of settlements up to \$50,000).

- G. Pursuant to Government Code §§910.8, 935.2, and 935.4, the district designates the Vice President of Human Resources, or designee as the person authorized to receive and reject claims filed with the Board of Trustees and to settle claims up to \$50,000 under Government Code §900, et.seq.

See Administrative Procedure 3810.