

Claims Against the District

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

Any claims against the College 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) of the California Government Code.

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

The designated agents for service of claims, lawsuits, subpoenas, and/or other types of legal process for the College District are:

- A. Subpoenas for records and public record requests - Human Resources Compliance Coordinator at 900 Otay Lakes Road, Room 1650, Chula Vista, California 91910.
- B. Legal processes, claims, lawsuits and summons - Vice President for Business and Financial Affairs at 900 Otay Lakes Road, Room 1652, Chula Vista, California 91910.

Pursuant to Government Code §§935.2 and 935.4, the College District is authorized to delegate to an employee such functions relating to claims as the College District designates (i.e. ruling on the sufficiency of claims or automatically rejecting certain classes and approval of settlements up to \$50,000).

Pursuant to Government Code §§910.8, 935.2, and 935.4, the College District designates the Vice President for Business and Financial Affairs, or designee, as the person authorized to receive and reject claims filed with the Governing Board and to settle claims up to \$50,000 under Government Code §900, et.seq.

See also Procedure No. 3810 AP – Claims Against the District.