Sierra College
ADMINISTRATIVE PROCEDURE AP 3810

Claims Against the District

Date Adopted: 6/12/1989
Date Revised: 04/24/2015
Date Reviewed: 04/24/2015
References: California Government Code Sections 900 et seq., 910 et seq.; Education Code Section 72502

Procedure for Submitting Claims Against the District
Claims for death, injury to person, or to personal property must be filed not later than six (6) months after the occurrence (California Government Code, Section 911.2).

Claims for damages to real property or breach of contract must be filed not later than one (1) year after the occurrence (California Government Code, Section 911.2).

Claims must be submitted to the Office of the Director of Finance, using the designated claim form.

Claim forms may be obtained from the Business Office.

Claims submitted to the Office of the Director of Finance not using the designated claim form will be returned.

Any returned claim may be resubmitted to the Office of the Director of Finance, using the proper form.

The Business Office shall present properly submitted claim(s), at the earliest possible date, to the Board of Trustees for consideration.

Special Conditions for Reimbursement for Damaged Personal Property
Such property shall have been authorized for use by the individual in the service of the District by the department manager. The manager shall put forth in writing to the Director of Finance, or administrator in charge of District insurance policies the need for the individual to utilize the personal property and shall set forth in advance the original value, condition, and replacement value of the item prior to its arrival on campus. No items brought on campus shall be covered.
until it has been ascertained that such article is adequately covered by the District’s insurance policy.

If the item is damaged beyond repair, the actual value of such item may be paid, but not to exceed the amount of the deductible of the District insurance policy covering such item. The actual value shall be the value of such item at the time the damage was incurred.

**Limitations on Claims, as Permitted by Laws**
No payment shall be made for any item having a value of less than one hundred dollars ($100) at the time of damage, nor shall any payment be made for repairs of less than one hundred dollars ($100).

The maximum payment for any one loss shall not exceed five hundred dollars ($500).

Payment shall be subject to the availability of funds authorized by the Board of Trustees.

See Board Policy 3810.