

Effective: May 14, 1991

LIABILITY CLAIMS

Approved: May 14, 1991
Revised: December 2, 2019
President's Cabinet

This policy applies to accidents or occurrences which result in a claim against the University, its employees, or volunteer workers when they are performing duties or rendering services for the University. The process for liability claims resulting from incidents involving University vehicles are outlined in the Risk Management (BRIM) Procedures. In addition, injury claims of employees are handled under normal Workman's Compensation procedures. This policy does not apply to law suits which should be referred directly to the University Legal Counsel.

This policy provides the expedition of processing the liability claims made against the University and to ensure that claims are appropriately handled.

Definitions

A Risk Management Coordinator is a University manager appointed by the Vice President for Finance and Administration. This position's function is to initially review and coordinate the response to any claim made against the University or its agents. The individual designated as Risk Management Coordinator is the Director of Safety and Environmental Health.

A Claimant is any person filing a liability claim against the University or its agents.

University Agents are any University employee or volunteer worker performing duties or rendering services for the University.

Responsibilities

A Claimant is any individual who files a claim against the University or its agents. This must be done in writing.

University Agents report to their supervisor any incident that may involve a potential claim. Individuals in receipt of a claim should not respond directly, but should acknowledge the claim and indicate that it is being submitted to the Risk Management Coordinator for review. Claims and other correspondence should be submitted within five working days to the Risk Management Coordinator. Any relevant background information subsequently requested by the Risk Management Coordinator or University Legal Counsel is to be provided.

The Risk Management Coordinator performs an initial investigation of any claim for damages made against the University and submits the claim and associated documentation to BRIM as outlined in the Risk Management (BRIM) Procedures.