

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO: I:01:11

DATE: March 2003

REVISION/REVIEW DATES: Aug 2008, Aug 2011, Nov 2014, Dec 2019

SUBJECT: Risk Management and Board of Adjustment

APPROVED: Dr. Don C. Killingsworth, Jr., Acting President

PURPOSE

This policy establishes Jacksonville State University's (JSU) mechanism for responding to injury or damage to personal property for which JSU may bear liability. As an agency of the State of Alabama, JSU works through the State of Alabama Board of Adjustment to resolve these claims.

POLICY

The employee, student, visitor, or other individual who has been injured or has had damaged personal property may contact the Office of the Senior Vice President for Finance & Administration to obtain a Board of Adjustment claim form. Instructions will be provided to the claimant, and the claimant is responsible for submitting the necessary documentation to the Board of Adjustment in Montgomery. If the individual suffered a physical injury, the individual should also complete an accident report form, available in the Office of Human Resources and online: <http://www.jsu.edu/hr/forms-library.html>

The Board of Adjustment will provide JSU with notice that the claim has been received and assign a claim number. The claim will be discussed with University Counsel and any employee who may have knowledge of the claim. JSU must file an answer within 30 days. If the claim is unopposed and payment is recommended, the Board, in its sole, independent judgment, may rule allowing administrative settlement and in what amount. If JSU disputes the claim, a hearing may be necessary and, in which case, the Board of Adjustment will schedule and provide a notice of hearing to all parties so they may attend.

When the Board of Adjustments has made a final ruling on the claim, the Office of the Senior Vice President for Finance & Administration will be notified. In the event a money award is granted the Claimant, upon review and approval of the Legal Office, a check in the award amount shall issue in the time set by the Board's award letter. All files shall be maintained as institutional records.

RESPONSIBILITY

The Senior Vice President for Finance & Administration is responsible for this policy.

EVALUATION

The Senior Vice President for Finance & Administration will evaluate this policy every five (5) years.