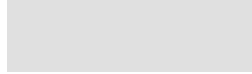


Policy Number: B.I.F-1 _____

University of Louisiana System



Anytime a lawsuit, legal document, or other official notice is served on a University of Louisiana System department or employee, the document must be *immediately* forwarded to the attention of the System employee designated to act as the agent for service of process at the System office, officially domiciled at 150 Third Street, Third Floor, Baton Rouge, Louisiana 70801. This designee will be responsible for the appropriate routing of the document.

Procedures - The University is Served With Official Legal Documents

Anytime a lawsuit, legal document, or other official notice is served on a University of Louisiana System institution, the document must be eissues betweenana uw () Tj -dn its stud

- B. Claims involving labor, management, and/or employment issues
These claims generally involve the right of the System, its officials, or the officials of particular universities to manage or take action with regard to the university. These actions often involve employment, promotion, salary, breach of contract, job assignment and other labor or employment related issues. They are not in the nature of tort claims.
1. All *classified* employees normally must go through the Civil Service process with appeals of disciplinary actions wherein the Civil Service Commission generally resolves these issues. Classified employees may file certain claims in State or Federal Court.
 2. All *faculty and unclassified employees* normally proceed through a campus-based grievance procedure and then may file certain claims in State or Federal Court if the issues are unresolved.
- C. General liability claims
This group of claims arises generally from “doing business.” The claims include accidents on campus, contract breaches, and discrimination or improper treatment. All are classified as tort claims. Students, employees, or third parties may file these claims.

Management of Claims by Type

- A. Claims involving education issues
The System’s in-house attorney, the Office of the Attorney General’s Civil Division, or an attorney specifically employed by the university will handle these claims. Risk Management, or any other insurance, generally does not cover these claims. However, if the claim is in the nature of a tort claim, then the Office of Risk Management may provide coverage and a Risk Management attorney will be assigned through the Office of the Attorney General. In the event of any judgment rendered against the System or the university on any insured claim, the Office of Risk Management assumes responsibility for and payment of the judgment. In all other cases, the university or System may pay the judgment or direct the successful party to submit the judgment to the Legislature for appropriation.

- B. Claims involving labor, management, and/or employment
These claims are handled through the Office of the Attorney General or the counsel for the System or university. Risk Management may become involved if attorney's fees are demanded or there is a possibility that there will be a general damage award. If claims are considered insured, the Office of Risk Management will make any judgment and provide for the payment of the defense. If the claim is considered uninsured, the defense and payment of any judgment is the responsibility of the System or university.
- C. General liability claims
These claims are almost always covered through the Office of Risk Management. The Office of Risk Management assumes responsibility and assigns an attorney, either in-house or by contract. The Office of Risk Management takes full responsibility for the cost of defense as well as the payment of any judgment that may be rendered.

Policy References:

Louisiana Revised Statutes

Review Process:

Legal Counsel

Distribution:

University Presidents