



Policy Number: 1.28  
Policy Level: Operating Policy  
Originally Issued: February 4, 2019  
Revised: September 29, 2021  
Reviewed: January 6, 2025  
Policy Owner: President  
Policy Implementation: Vice President for Financial Affairs

# PERSONAL INJURY/PERSONAL PROPERTY DAMAGE ON UNIVERSITY PROPERTY

## I. Policy Statement and Purpose

This policy is to establish the University's method for responding to uncontested claims for injury or damage to personal property occurring on university owned property. The University may pay uncontested claims up to \$5,000 without processing through the Alabama State Board of Adjustment.

## II. Reporting Personal Injury/Personal Property Damage

All personal injury/personal property damage, regardless of severity, must be reported to and an incident report filed with University Security within twenty-four (24) hours after the occurrence of the injury or damage.

## III. Filing a Claim

Individuals seeking to file a claim for personal injury/personal property damage must file the claim, by completing the [Personal Injury/Personal Property Damage Claim Form](#), along with supporting documentation within 180 days of the injury/damage occurring.

Upon review of the claim form and supporting documentation, the Vice President for Financial Affairs will make a recommendation to the University President for a final decision on the disposition of the claim. This final decision will be rendered within 60 days of the initial filing of the claim.

## IV. Adjudication

In the event the University contests its responsibility to pay any such claim, the University will advise the claimant of the right to file a contested claim with the Alabama State Board of Adjustment. The University will also provide the claimant the appropriate form and procedures for filing a claim with the Alabama State Board of Adjustment.

## V. Responsibility for this Operating Policy

### Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President has assigned the Vice President for Financial Affairs as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews



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and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

**Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Vice President for Financial Affairs.