

**CLAIMS OR ACTIONS AGAINST HUMBOLDT COUNTY OFFICE OF EDUCATION OR ANY OF ITS OFFICERS AND EMPLOYEES****A. Contract, Tort and All Other Claims for Money or Damages**

Unless a procedure for processing claims for money or damages is otherwise required by law, and notwithstanding any of the exceptions set forth in Section 905 of the Government Code, all claims for money or damages, including any claim for indemnity or contribution, alleged to be due from the Humboldt County Office of Education, or any of its officers or employees, including claims by the State of California, or any of its agencies, or claims by any other public entity or public agency, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code. All such claims shall also be subject to the provisions of Section 945.4 of the Government Code relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the Board.

This policy is retroactive and shall apply to all potential claims, including any that may have accrued as of the effective date of this Policy.

**B. Employee Claims for Money or Damages**

Unless a procedure for processing employee claims is otherwise required by law, and notwithstanding any of the exceptions set forth in Section 905 of the Government Code, all claims by public officers or public employee for salary, wages, overtime pay, holiday pay, compensating time off, vacation pay, sick leave pay, or any other expense, fee, allowance or money alleged to be due from the Humboldt County Office of Education, or any of its officers or employees, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code. All such claims shall also be subject to the provisions of Section 945.4 of the Government Code relating to the prohibition of lawsuits in the absence of the presentation of claims and action thereon by the Board.

This policy is retroactive and shall apply to all potential claims, including any that may have accrued as of the effective date of this Policy.