

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO: IV:07:08

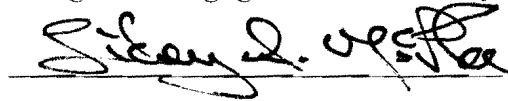
DATE: January 25, 2011

SUPERSEDES POLICY NO: IV:07:08

DATED: July 1, 1979

SUBJECT: Compensation for the Death or Injury of a University Employee, and Redress of Injuries and Property Damage Arising from Negligence of University Employees

APPROVED: Sidney A. McPhee, President



Middle Tennessee State University is an agency of the State, and, as such, it is bound by state laws governing the claims of its employees due to their on-the-job death or injury and claims against the state arising from the negligence of its employees. The Tennessee State Board of Claims and the Tennessee Claims Commission have been established to provide for the filing, investigation, hearing, and disposition of claims against the state.

PROCEDURES FOR FILING CLAIMS

1. Employees of MTSU desiring to file claims of personal injury and property damage against the University should contact Human Resource Services, extension 2929. This office will supply the concerned individuals with the necessary forms and directions for filing the aforementioned claim. Employees, per this policy, are defined as any person being paid through MTSU payroll (including student workers) and any volunteer properly registered as such with the Board of Claims.
2. Persons, other than employees of the University, desiring to file claims against MTSU should contact the University Counsel's office at extension 2025. This office will supply the concerned individuals with the necessary forms and directions for filing the aforementioned claim.
3. No claim provided for under this section may be considered by the Board of Claims or Claims Commission which has not been presented to it by sworn petition duly filed within one (1) year from the date on which the claim first accrued.
4. For additional information concerning the Board of Claims and the Claims Commission, refer to T.C.A. 9-8-101, et. seq.

Revisions: July 1, 1972; July 1, 1979; January 25, 2011