



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 9/90	Revision Date:	Page: 1 of 1
			Classification Code: 09-08
	Section: REPORTING ACCIDENTS & INCIDENTS		
Subject: EMPLOYEE NAMED AS DEFENDANT IN LAW SUIT			

GENERAL STATEMENT OF POLICY

**1. This procedure is to be followed in the event an employee -**

- A. Is served with a summons and petition (summons) naming the employee as a defendant in a civil suit concerning an accident or incident which occurred in the course of or arose out of employment with the University; or
- B. Receives a notice from the state Professional Liability Review Board that a claim for alleged medical malpractice has been filed against the employee.



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OPERATING PROCEDURE

Employee Served a Summons or Receiving a Notice From State Review Board - Immediately forward the summons or notice to the Director of Purchasing and Property Acquisition.

**1. Director of Purchasing and Property Acquisition -**

- A. Request review of summons or notice by University Attorney to determine if University is named as a defendant or otherwise included in the summons or claim.
- B. Forward the summons or notice to the appropriate insurance company claims office indicating in the transmittal letter whether the University Attorney plans to contact the company concerning the claim.

**2. Insurance Company -**

- A. Contact employee to arrange for meeting.
- B. If allegations of summons or notice are not covered by University insurance, contact employee to explain legal options.