



BUSINESS POLICY AND PROCEDURE MANUAL	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.