



## TOWN OF HILLSBOROUGH PERSONNEL POLICY

---

POLICY 415

LAST REVISED 1/5/05

---

**SUBJECT: SETTLEMENT AUTHORITY REGARDING CLAIMS AGAINST THE TOWN**

**PURPOSE:** To establish authority for settling claims against the Town.

**STATEMENT OF POLICY:**

The Town's third party claims administrator does not have the authority to settle claims on behalf of the Town without receiving the Town's approval.

The City Manager or his or her designee can approve settlements up to \$5,000.

The Administration Commissioner can approve settlements up to \$10,000.

All claims in excess of \$10,000 or claims that involve litigation will be presented to the City Council for review.

The third party administrator will disburse funds following the approval of a settlement by the Town.

Rejection of claims shall be handled by the City Council.

Prior Revision 7/12/00