

The Risk Management Division serves to protect the personnel and physical assets of the City from injury and loss. Risk Management manages the City's insurance and loss control programs, including worker's compensation, property insurance general/auto liability, long term disability and unemployment insurance. This is an internal insurance program providing oversight of claims administration, procurement of required insurance coverage and the development, coordination and implementation of safety and loss-prevention programs.

How to file a claim for injury, damages or loss:

1. Begin by filling out a claim form. Claim forms can be picked up at the City Clerk and Human Resources Offices or can be obtained by clicking [here](#).
2. Please fill out the form completely and return the form to the City Clerk's Office, located at City Hall, 125 East College Street, Covina, CA 91723.
3. Please be sure to attach any estimates, receipts or bills to your claim form.
4. The City Clerk will give the form to the Risk Manger who will then contact you to discuss any details of your claim.

Contact Marie Klymkiw:

(626) 384 - 5553 or mklymkiw@covinaca.gov

City Of Covina ADA Policy

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Covina. The City of Covina's Employee Handbook addresses employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Marie Klymkiw, ADA Coordinator and Risk Manager

125 East College Street

Covina, CA 91723-2199

Click [here](#) for the City of Covina ADA Policy and Grievance Form.