



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

POLICY & GUIDELINES ON LEGAL SERVICES TO EMPLOYEES

POLICY

Legal services to employees of the Corporation of the United Townships of Head, Clara & Maria may be provided for matters arising out of an employee's direct and proper discharge of duties.

GUIDELINES

1. An employee, while engaged by the Municipality and in proper conduct and discharge of his duties, who finds that a matter has arisen or may arise which could involve action against the employee and/or the employee and the Municipality, should immediately report the matter to the Clerk giving full particulars of the circumstances.
2. The Clerk will formally document the incident. The report shall be signed by the employee and the Clerk.
3. It is the responsibility of the Clerk to immediately report and review the matter with the Municipal Solicitor.
4. Each situation will be based upon its individual merits. Legal assistance is made available upon the recommendation of the Clerk and the Municipal Solicitor.
5. An employee who chooses to retain legal assistance/advice on their own without reference to the Municipality places himself in a position where assistance, either legal or financial, may not be available from the Municipality.