

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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Section PERSONNEL

Policy Name LEGAL REPRESENTATION

713

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Board Approved: December 10, 1999

Reviewed and Approved:  
November 21, 2006

Review Prior To: December 2011

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## **POLICY**

It is the policy of the Superior-Greenstone District School Board that the Director of Education must approve all matters requiring professional legal assistance or designate, before referral is sought.

**Rationale:** There are occasions when expert legal advice is necessary to assist in resolving very complex and technical problems.

## **PROCEDURES**

### **1.0 Fee for Service**

If any solicitor or firm, of solicitors is so engaged, they will be recompensed on a fee-for-service basis.

### **2.0 Implementation Procedures**

- 2.1 If an employee deems legal representation is necessary, contact your Superintendent, or, if she/he is not available, the Director of Education should be contacted.
- 2.2 Briefly outline the matter to the Superintendent.
- 2.3 The Superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the Superintendent will provide the necessary information to allow the matter to be resolved.
- 2.4 If the matter is deemed to require legal representation, the Superintendent, in consultation with the Director of Education will engage a solicitor to contact the employee directly, and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).
- 2.5 A copy of each referral will be forwarded to the Director's executive secretary, who will keep a record of each legal engagement. Such a record will include:
  - a) the date of engagement;
  - b) authorizing official;
  - c) brief description of the matter;
  - d) the date of completion;
  - e) the cost.
- 2.6 The Director files a report in December on the year's activities with respect to use of legal firms.

### **3.0 Review**

The Director of Education will review this policy every two years to ascertain if amendments are necessary.