



## 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 ~~as covered under our general liability insurance policy.~~

#### 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 ~~his Department Head or~~ the Clerk giving full particulars of the circumstances.
2. The Clerk ~~or Department Head~~ will formally document the incident. The report shall be signed by the employee and the Clerk ~~Department Head~~.
3. It is the responsibility of the Clerk ~~Department Head~~ to immediately report and review the matter with ~~the Reeve and~~ the Municipal Solicitor.
4. Each situation will be based upon its individual merits. Legal assistance ~~is may be~~ made available upon the recommendation of the Clerk ~~Reeve, the Department Head~~ and the Municipal Solicitor ~~under the circumstances and to the limits as set out in our Municipal liability insurance.~~
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.