

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 5.005

Title: USE OF PROFESSIONAL LEGAL SERVICES

Authority: Board Action	Original Adoption: 07/11/2001
	Effective Date: 07/11/2001
	Last Revision: Initial

The LCTCS Board of Supervisors is committed to ensuring that costs for services are contained and that controls for use of services are in place. This policy requires that all personnel ensure that staff has performed all possible research and analysis on each issue before considering the use of professional legal services.

Unless circumstances otherwise require, work should be delegated by professional general counsel so that it is performed at the most economical level while still maintaining the quality of service.

Authorized Personnel

- System Management – The Board Chair or System President, or his or her designee, must authorize any contact or request for professional services of general counsel.
- Institutional Management – Chancellors or their designees must authorize any contact or request for professional services of general counsel and are limited to legal matters concerning their institution.

Professional Legal Services

1. Legal advice and services regarding personnel actions and other legal matters to be considered by the Board
2. Potential settlement issues
3. Legal obligations regarding employees and the rights of employees
4. Possible liabilities and litigation issues
5. Grievance procedures and the rights of grievants
6. Legal obligations under the constitution and laws of Louisiana
7. Personnel and labor related issues
8. Interpretations of Civil Service rules and regulations
9. Interpretation and advice on layoff procedures
10. Legal issues related to federal programs
11. Legal research including rendering of opinions
12. Legal advice related to implications of policy development
13. Legal advice related to contracts
14. Legal work related to bond issues for facilities under the supervision of the
15. LCTCS Board

16. General legal advice on other issues, as the Board and authorized officials deem necessary
17. Any legal work specified or authorized by the Department of Justice, Office of the Attorney General

Louisiana Department of Justice, Office of the Attorney General Legal Services

1. Litigation or proceedings arising out of or involving torts (laws which will allow an injured person to obtain compensation for the injury)
2. Worker's compensation
3. Other state risk management Issues