

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 5.005

Title: USE of PROFESSIONAL LEGAL SERVICES

Authority: Board Action

Original Adoption: 7/11/01

Effective Date: 7/11/01

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

- a. Legal advice and services regarding personnel actions and other legal matters to be considered by the Board
- b. Potential settlement issues
- c. Legal obligations regarding employees and the rights of employees
- d. Possible liabilities and litigation issues
- e. Grievance procedures and the rights of grievants
- f. Legal obligations under the constitution and laws of Louisiana
- g. Personnel and labor related issues
- h. Interpretations of Civil Service rules and regulations
- i. Interpretation and advice on layoff procedures
- j. Legal issues related to federal programs
- k. Legal research including rendering of opinions
- l. Legal advice related to implications of policy development
- m. Legal advice related to contracts
- n. Legal work related to bond issues for facilities under the supervision of the

- LCTCS Board
- o. General legal advice on other issues, as the Board and authorized officials deem necessary
- p. 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

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