

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: _____ **Procedure to Request Legal Counsel** _____

EFFECTIVE DATE: _____ **July 1, 2000** _____

When a civil action for damages or a criminal action is initiated against an employee of Southwest Tennessee Community College for an act undertaken within the scope of the employee's duties, the employee shall immediately notify, in writing, the Director of Human Resources of the existence of such action.

The Director of Human Resources will provide assistance to the employee to request legal representation from the Office of the Attorney General or for approval of private counsel for the payment of legal fees when such representation is declined by the Attorney General's Office.

Source of Policy: Transition Team VII
Human Resources

Related Policy: N/A

Approved: _____
President

Responsible Vice President for Business,
Administrator: Finance & Info Systems

TBR Policy Reference: N/A

TBR Guideline Reference: N/A

Date: July 1, 2000