



Policy Title Legal Counsel Access	Original Adoption Date 7/1/2004	Policy Number HR-184
Responsible College Division/Department Human Resources	Responsible College Manager Title Executive Director of Human Resources	
Policy Statement The College President or designee of the President will have direct access to the college's legal counsel. A letter from the President listing authorized designees is on file in the Human Resources Department. Employees needing to access legal counsel for college business are asked to contact the Human Resources Department. Human Resources will determine if the matter needs to be referred to legal counsel. Legal counsel will direct any unauthorized calls to Lakeshore Technical Colleges Human Resources Department.		
Reason for Policy The college has established criteria for contacting our legal counsel to maximize case effectiveness.		
Cross References and Legal Review Reviewed/Revised: 12/18/08; 5/27/14; 8/30/17; 9/10/18 Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint		
Definitions		