



## **ESS Policy For Contacting Legal**

ESS staff members must seek approval from the Assistant Superintendent prior to contacting School and College Legal Services for legal advice. While we understand the intent to be thorough and make sure contracts are correct, it is important that legal advice requests are submitted to the Assistant Superintendent first so that we can reduce or avoid some of the cost associated with using legal services. Legal advice requests for specific programs and associated grants will be billed to those specific programs.