

Corporate Policies

SECTION: BENEFITS SUBJECT: Legal Insurance		
POLICY/PROCEDURE NO. 5.5.0	EFFECTIVE DATE: October 16, 2002	PAGE: 1 OF 2
SUPERCEDES POLICY DATED: New	APPROVED BY: Council AF123-2002	

POLICY STATEMENT:

The Corporation will reimburse employees for any loss of regular wages incurred as a result of being charged with a criminal or statutory offence directly related to his duties, while on duty, where the employee is subsequently acquitted of such charges or the charges are withdrawn.

Where an employee is acquitted of such charges, the employee will be reimbursed for any legal expenses provided the Corporation is given an itemized account of all time and expenses.

PURPOSE:

To provide for reimbursement of legal expenses and lost wages.

SCOPE:

All full-time, non-union employees who have completed three (3) months of continuous service.

PROCEDURE:

1. RESPONSIBILITIES OF THE EMPLOYEE

- a. The employee will notify their Supervisor in advance, of the requirement to attend court on their own behalf.
- b. The employee will provide their Director with an itemized account for all time spent and for reasonable legal expenses related to the charge.

2. RESPONSIBILITIES OF THE SUPERVISOR

- a. The Supervisor will code time away from work as, vacation, lieu or leave of absence.

Corporate Policies

SECTION: BENEFITS

SUBJECT: Legal Insurance

POLICY/PROCEDURE NO. 5.5.0

EFFECTIVE DATE: October 16, 2002

PAGE: 2 OF 2

SUPERCEDES POLICY DATED: New

APPROVED BY: Council AF123-2002

- b. The Supervisor will arrange for reversal of vacation, lieu or leave of absence for employees time away from work, upon acquittal or withdrawal of the charges.

3. RESPONSIBILITIES OF THE DIRECTOR

- a. The Director is responsible for approving reimbursement for time spent related to the charge.
- b. The Director will arrange for the employee to be reimbursed for reasonable legal expenses related to the charge if the employee is acquitted. Details of legal expenses will remain confidential.

ACCOUNTABILITY:

The Director shall be responsible for approving reimbursement of an employee's request for legal expenses and time in accordance with this policy as outlined.

ADMINISTRATION:

Human Resources Division, City of Brampton

CONTACT:

Human Resources Division

