

## OFFICE OF HUMAN RESOURCES MEMORANDUM

DATE:

October 15, 2019

TO:

Management

FROM:

Abe Ali, Vice President, Human Resources

SUBJECT:

Request for Legal Service/Advice

DRAFT

In an effort to ensure resources are being used efficiently and to reconcile billing, Human Resources has been tasked by Dr. Scroggins to develop a process for legal request outside of those managed by Risk Management. All request for legal service/advice must be submitted using the Request for Legal Service/Advice form. All request forms must be approved by the division vice president and forwarded to the Vice President, Human Resources for review and approval. Please contact the your division Executive Assistant II or Human Resources if you have questions about requesting legal services/advice.

Enclosure

## Mt. SAN ANTONIO COLLEGE REQUEST FOR LEGAL SERVICE/ADVICE

Date of Request:					
Name (first & last):		- 11	T	itle:	
Department:					
Phone:	Ext.:		Email:		
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Date legal response needed	l:	Resources u	used to obtair	the required information?	0
If yes, what resources did ye	ou use?				
Approved by (Division VP Si	gnature) :			Date:	-
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Approved by (VPHR Signatu	re):			Date:	
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Name (first & last):  Department: Phone:  Description of need for legal  Date legal response needed:  If yes, what resources did you	Ext.: I consultation (be	specific): Resources u	Email:sed to obtain	the required information?	
Name (first & last):  Department: Phone:  Description of need for legal  Date legal response needed:  If yes, what resources did you	Ext.: I consultation (be	specific):  Resources u	Email: Ti	the required information?  Yes  No	