

**Paterson Public Schools  
Paterson, New Jersey**

**Standard Operating Procedure**

<b>Subject:</b> Legal Assistance and Advice	<b>Effective Date:</b>	<b>Page:</b> 1 of 1
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**I. Purpose.**

To establish uniform procedures for submitting inquiries for assistance or advice to the General Counsel, Labor Relations Officer, Risk Management Officer, or any other member of the Legal Department in the Paterson Public School District and communicating with outside legal counsel.

**II. Authority.**

The State District Superintendent.

**III. Terms and Conditions.**

The Legal Department will provide assistance and advice regarding school law matters, grievances and employment concerns, and insurance issues. Only the Legal Department is permitted to communicate with the District's Outside Counsel.

Any Department Director or any Building Administrator, or their designee, may contact the Legal Department, through the General Counsel, directly for assistance involving general education-related law matters. Inquiries to General Counsel should generally be made in writing, or, if appropriate, by phone to extension 10644.

Any employee may contact the Labor Relations Officer directly for inquiries involving employee grievances or collective bargaining matters in accordance with existing SOPs.

Any employee may contact the Risk Management Officer directly to report workplace accidents, injuries or illnesses in accordance with existing SOPs.

All legal documents shall be immediately forwarded to the Legal Department.

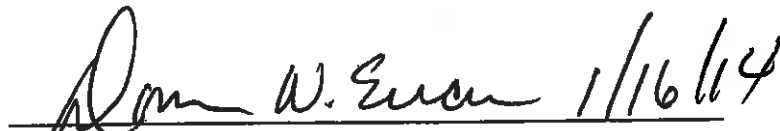
All communications with outside counsel, whether or not District's Outside Counsel, should be made through, or referred to, the Legal Department.

#### **IV. Reporting Procedures.**

Assistant Superintendents will ensure that all school personnel comply with the terms of this SOP. Department Directors will ensure that their staffs comply with the terms of this SOP.

#### **V. Dissemination.**

Department Directors will disseminate this SOP to their staff. Assistant Superintendents will disseminate this SOP to Building Administrators in their assigned Units, and Building Administrators will disseminate this SOP to appropriate school staff.

  
Dr. Donnie W. Evans  
*State District Superintendent*