



APPLICATION FOR LEGAL ASSISTANCE

Name: _____

Home Address: _____ Postal Code: _____

Home Ph: _____ Cell: _____ Home Email: _____

Payroll Number: _____ Department Number: _____

Department: _____ Branch: _____

Number of Years a CEMA member: _____ Date of Circumstance: _____

Situation:

If request is on behalf of a group of employees, please list each employee on a separate sheet.

Describe the circumstance requiring legal assistance:

CEMA Contribution for Legal Consultation:

Please indicate which assistance you are applying for:

One year or less CEMA membership \$ 0

Over one year CEMA membership up to \$ 1000 of total submitted invoice

Group of employees with similar timelines and circumstances up to \$1,500 of total submitted invoice

Include with this application:

Legal consultation invoice/statement of account including:

- itemized description of service by date
- indication that invoice has been paid

Applicant's Signature: _____

Date: _____

All requests will be considered by the CEMA Board of Directors.

Please send this **application and paid legal consultation invoice** to:

Attention: CEMA Executive Coordinator
 Email: cemacoordinator@gmail.com
 OR
 Mail: City of Edmonton Management Association
 62 Edmonton Centre, P.O. Box 47100, Edmonton, AB T5J 4N1

- Please see second page for Legal Assistance Process -

CEMA use only:

Paid Invoice Included in Application: _____	Notes: _____
Years a CEMA Member: _____	
Amount Approved: _____	
Date Approved: _____	
Date Letter & Assistance Sent: _____	
Date Assistance Sent: _____	



LEGAL ASSISTANCE PROCESS

1. CEMA members are eligible to receive legal assistance after having been a CEMA member for a minimum of 12 months. The circumstance requiring legal assistance needs to have taken place after the CEMA member is eligible for assistance.
2. A member of CEMA may request legal assistance from CEMA for eligible employment related issues (e.g. termination, constructive dismissal, severance, working notice, etc.)
3. Selection of legal counsel and payment for services is the responsibility of the CEMA member.
4. Eligible CEMA members who require legal assistance must complete the Application for Legal Assistance form including the paid legal consultation invoice and send it to:

Attention: CEMA Executive Coordinator

By Email:
cemacoordinator@gmail.com

OR

By Mail:
City of Edmonton Management Association
62 Edmonton Centre
PO Box 47100
Edmonton, AB T5J 4N1

5. Applications for legal assistance should be submitted **within one year of the occurrence of the circumstance**.
6. Upon receiving an application including the paid legal consultation invoice, the CEMA Board of Directors will then consider the application for reimbursement.
7. Applicants will receive a letter indicating approval or denial of their application up to a maximum of \$1000 of the submitted paid legal consultation invoice.