



CEMA Assigned Application # \_\_\_\_\_

### APPLICATION FOR LEGAL ASSISTANCE

<b>Name:</b>	
<b>Home Address:</b>	<b>Postal Code:</b>
<b>Telephone (Home/Cell):</b>	
<b>Home Email:</b>	<b>Payroll Number:</b>
<b>Department:</b>	<b>Branch:</b>
<b>Number of Years a CEMA Member:</b>	<b>Date of Circumstance:</b>

**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:**

<i>Please indicate which assistance you are applying for:</i>		
	Less than One Year CEMA Membership	\$ 0
	One to Five Years CEMA Membership	up to \$250 of total submitted invoice
	Five to Ten Years CEMA Membership	up to \$500 of total submitted invoice
	10 Plus Years CEMA Membership	up to \$1,000 of total submitted invoice
	Group of 3 employees with similar timelines and circumstances (Prior approval required)	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](mailto:cemacoordinator@gmail.com) OR  
 Mail: City of Edmonton Management Association  
 P.O. Box 47100, City Centre Post Office, Edmonton, AB T5J 4N1  
**Please see second page for Legal Assistance Process**

**CEMA use only:**

Paid Invoice Included in Application:		<b>Notes:</b>
Years a CEMA Member:		
Amount Approved:		
Date Approved:		
Date Letter & Assistance Sent:		



## LEGAL ASSISTANCE PROCESS

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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  
P.O. Box 47100  
City Centre Post Office  
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.