

3.9.11 Pre-paid Legal Services Program

Policy Tracking	Date
Approved	February 27, 2006
Revised	
Reviewed	

- I. Full-time employees are eligible to join the Pre-paid Legal Services Program. The program, which is operated by a private company, offers a number of services such as access to credit reports, preparation of wills, assistance in traffic citations, and consultation on non-college related legal matters. Some of these services are at no cost to program participants and other services are discounted.

- II. The Pre-paid Legal Services Program is voluntary and the College offers payroll deductions for the employee. Employees may enter or leave the program at any time. The Human Resources Director coordinates the Pre-paid Legal Services Program.