



Guidelines for Legal Aid Grant

1. The Association will maintain a process to assist members with the financial cost of legal advice where there is an employment dispute which requires more expert advice than ISEA officers can provide.
2. At the annual budget setting meeting the National Executive will set the maximum amount for a Legal Aid Grant to be available to any one financial member for an employment issue. The amount will be notified to members
3. School staff members may seek advice from ISEA officers, but must join the Association before any support can be given.
4. ISEA will not support legal aid claims relating to disputes already in progress before the union is consulted, or before the staff member has joined the Association.
5. A claim may be made by a former member relating to a dispute which arose during the time of their membership, provided that the process of notifying the employer has begun within the 90 days required by the Employment Relations Act.
6. The Association will provide support for claims up to the maximum set, depending on costs involved. The actual amount to be awarded will be decided according to the process outlined in points 10 and 11 below.
7. A member is eligible to make a claim for a Legal Aid Grant, but qualifies for the maximum (if sought) only after a minimum of twelve months membership.
8. Members who have been financial members for less than twelve months may be considered for a pro rata amount, each case to be decided by the National Executive.

9. ISEA will not provide any financial support where the member chooses to continue to pursue a grievance against the advice of the ISEA legal advisers.
10. All claims must be made on the official form (available on the website) and must be accompanied by original invoices or receipts and forwarded to the Administrator.
11. Claims will be considered initially by the Chief Executive Officer, the Employment Officer and the President. If they consider the claim to have merit, it will be forwarded to the full National Executive for approval, with a recommendation as to the amount to be paid.