



# South Carolina Association of Counties

K. G. "Rusty" Smith, Jr., President  
*Florence County*  
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*Executive Director*

## UPCOMING TELECONFERENCE

**To:** Chief Administrative Officers, HR/Personnel Directors  
and Teleconference Contacts

**From:** SCAC Staff

**Date:** April 23, 2008

**Subject:** A Live Teleconference –  
*Personnel Issues Update*  
Thursday, May 29<sup>th</sup>, 9:00 – 11:30 a.m.



SCAC and the SCETV Public Services Network have asked Linda Pearce Edwards -- partner in the Gignilliat, Savitz and Bettis law firm -- to launch the first of our three live, interactive 2008 teleconferences on Thursday, May 29th, from 9:00 – 11:30 a.m.

Many of the responses from the 2007 teleconference feedback forms indicated that there is a strong interest in providing legal advice on a wide array of issues affecting employment practices and procedures. As a certified specialist in practicing employment and labor law, Ms. Edwards has counseled employers on how to comply with state and federal laws affecting the workplace as well as helping them to resolve potential and actual legal problems involving employees.

**This FREE teleconference is open to ALL county officials and employees including department heads, supervisors, and line employees.** We encourage you to bring this teleconference to the attention of all appropriate staff.

The broadcast from SC ETV studios in Columbia will be available at satellite sites in each county ([http://www.sctv.org/education/nts/etv\\_downlink\\_sites.cfm](http://www.sctv.org/education/nts/etv_downlink_sites.cfm)). The satellite coordinate and call-in telephone number will be provided at a later date. **If you would like participants from your county to be part of the studio audience, please note your interest on the enclosed form.**

**If you plan to participate, please complete the enclosed form and return it as soon as possible, but no later than May 21<sup>st</sup>.** Further details will be sent to counties that have indicated they will be participating. This teleconference is an excellent opportunity to provide training to your county employees at no cost to you, and we encourage all counties to take advantage of it.

## PERSONNEL ISSUES UPDATE

Ms. Linda Edwards will lead an informative session on updates to regulations regarding personnel issues. She will share her vast experience in providing legal advice to South Carolina counties affecting employment practices and procedures.

### Topics to be discussed include:



- Employee handbooks
- Discrimination and harassment
- Drug testing
- Grievance procedures
- Employment at will
- Political activity
- Fair Labor Standards Act
- Family Medical Leave Act
- Americans With Disabilities Act

**When:** Thursday, May 29, 2008; 9:00 – 11:30 a.m.

**Speaker:** Linda Pearce Edwards, partner in Gignilliat, Savitz and Bettis, L.L.P.

**Who:** ALL county officials and employees including department heads, supervisors, and line employees.

**Where:** Please review the attached listing of potential SC ETV downlink sites.

### TO PARTICIPATE IN THE TELECONFERENCE, YOU SHOULD:

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| ➤ <b>Identify a "Coordinator" to be the official contact for the county.</b> He/she will arrange all of the logistics prior to the teleconference and be on-site the day of the event. |
| ➤ <b>Contact the nearest satellite viewing site</b> and arrange equipment, seating, phone access, VCR (to tape for later broadcast), etc.  |
| ➤ <b>Mail an interoffice memo</b> to all Department Directors from the Administrator encouraging participation.  |
| ➤ <b>Complete the attached form</b> to report the number of employees who will participate from your county and FAX it back to Lisa Maseng at 803-252-0379.                            |
| ➤ <b>Arrive at the satellite viewing site by 8:30 a.m.</b> and confirm that all equipment is working properly and that the phone is operating.   |
| ➤ <b>Identify a "Facilitator"</b> and encourage viewers to call in with questions and comments.  |
| ➤ <b>RELAX</b> and enjoy!  |