



South Carolina Association of Counties

Charles T. Edens, President
Sumter County

Michael B. Cone
Executive Director

August 20, 2012

Upcoming Webcast: Continuing Education for County Officials and Employees

To: Board of Directors, Chief Administrative Officers,
Personnel/Human Resource Directors,
County Attorneys and Webcast Contacts



Subject: **ANTI-HARASSMENT: THE OBVIOUS AND NOT SO OBVIOUS**
Thursday, Sept. 20, 2012, from 9:00 A.M. – 12:00 Noon

SCAC is pleased to announce our final webcast of 2012 — *Anti-Harassment: The Obvious and Not So Obvious* — on Thursday, Sept. 20, 2012, from 9:00 A.M. to 12:00 noon as part of the continuing education program for county officials and employees. This live webcast will take place at the SCAC Offices in Columbia, and we will be able to accommodate those who want to join the studio audience in our training room. The webcast can be viewed in any training room where there is internet access through a laptop computer connected to an LCD projector.

This FREE webcast is open to county officials and employees including chief administrative officers, personnel/human resource directors, county attorneys, department heads and supervisors.

You **MUST** register to participate in the webcast. Specific information about viewing, setup and handouts will only be sent to the entities that register. **The deadline for registration is Thursday, Sept. 13.**

As a certified specialist in labor and employment law, Linda Pearce Edwards counsels numerous local governments on how to comply with state and federal laws affecting the workplace and how to resolve potential and legal problems involving employees. This webcast will provide an overview of federal laws that address harassment in the workplace; define illegal harassment; clarify common misconceptions; and introduce practices to promote diversity, dignity and respect in the workplace. Whether you are a new supervisor or a seasoned official, the session will offer an excellent review to keep you and your county out of trouble.

The webcast is an excellent opportunity to provide training to your county employees at no cost to you, and we encourage all counties to participate.

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Building Stronger Counties for Tomorrow

Anti-Harassment: The Obvious and Not So Obvious

SCAC Webcast

SCAC will offer **ANTI-HARASSMENT: THE OBVIOUS AND NOT SO OBVIOUS** as part of our continuing education program for county officials and employees. This course will provide an overview of federal laws that address harassment in the workplace; define illegal harassment; clarify common misconceptions; and introduce practices to promote diversity, dignity and respect in the workplace. During the webcast, participants will be encouraged to send questions to the instructor.

A sample of topics to be covered includes:

- Identifying unlawful harassment—it's not just about sex;
- Examples of harassment based upon race, religion, age, gender, color, national origin or disability;
- Standards, expectations and guidelines for public servants; and
- How to handle harassment complaints.



WHEN: Thursday, Sept. 20, 2012, 9:00 A.M. – 12:00 Noon

WHO: County officials and employees—including chief administrative officers, personnel/human resource directors, county attorneys, department heads and supervisors

WHERE: This webcast can be viewed in any training room where there is internet access through a laptop computer connected to an LCD projector.

INSTRUCTOR: Linda Pearce Edwards
Gignilliat, Savitz & Bettis, LLP

TO PARTICIPATE IN THIS WEBCAST, YOU SHOULD:
✓ Identify a "Coordinator" to be the official contact for the county. He/she will arrange all of the logistics (including equipment and seating) prior to the webcast and be on-site the day of the webcast.
✓ Send an interoffice memo to all affected officials and employees to inform them of the webcast and to encourage participation.
✓ Register online via www.sccounties.org or complete the enclosed form and fax it to the SCAC Offices.
✓ Arrive at your viewing site by 8:30 a.m. and confirm that all equipment is working properly.
✓ <u>RELAX</u> and enjoy!