

[LABEL HERE WITH NAME
& CONTACT INFO FOR LIAISON]

**BE SURE
BEFORE
YOU ACT**

ACCG is Georgia's county association and works on behalf of county officials and their communities by providing public policy and legislative advocacy, leadership development, civic and community engagement initiatives, insurance and retirement programs that specialize in local government needs and other cost-saving programs. Formed in 1914 when county officials came together to help fund the state's first highway department, ACCG today serves as a catalyst for advancing Georgia's counties.

MORE AT WWW.ACCG.ORG

Facing a difficult employment matter?

ACCG
Insurance Programs

Check with HR before taking personnel action.

Employees sometimes file claims or lawsuits against their employers for something that was said or done by their supervisor or manager.

As a supervisor or manager, you could also be named in such a complaint.

But ACCG's Property & Liability Program, ACCG-IRMA, is now providing a service to put you in a better position to avoid or minimize a claim or suit. If you have questions about how to handle a difficult employment situation, your local government can arrange for a consultation – at no charge – with an ACCG-IRMA attorney who specializes in employment law.

You just have to do one thing:

Check with the liaison appointed by your county or authority before you take action or make an important decision that impacts your employee and his or her future. Your liaison, in coordination with your county attorney, will determine whether to contact the ACCG-IRMA attorneys for assistance.

More about the legal advice available to you...

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Here's how to protect your organization from potential legal action from an employee.

Contact your county's liaison (on the back of this brochure) if...

1. You're about to take any disciplinary action against an employee, including termination/firing
2. You're facing allegations of harassment, discrimination or retaliation from an employee
3. You've got questions about any of the following:
 - Family and Medical Leave Act (FMLA)
 - Americans with Disabilities Act (ADA)
 - Reductions in force / reorganizations
 - Title VII of the Civil Rights Act of 1964 (i.e., employment discrimination)
 - Age Discrimination in Employment Act (ADEA)
 - Fair Labor Standards Act (FLSA)

If necessary, your liaison will check with your organization's legal counsel and also may contact the employment law specialists to seek additional advice about your situation – at no cost to you or your employer.

This simple step gives you – and your county or authority – the perspective and protection of outside counsel before you take action or make a decision that you might later regret.

More about this service to you

The legal consultation is limited in scope and not intended to replace any of the services afforded by your county attorney, your HR Department or HR consulting firms.

The employment law consultation is a limited resource offered at no additional cost to local governments that are members of the ACCG Property & Liability Program (ACCG-IRMA).

While use of this service is not required, it is encouraged because it can be invaluable in helping you abide by the law and reduce the risk of claims due to employment decisions.

