

To: Constitutional Officers, Regional Jail Superintendents, Directors of Finance, and Chief Deputies in Charge of Human Resources  
From: Nikki Outlaw  
Re: Lawful Employment Practices

The Compensation Board is sponsoring the Lawful Employment Practices for Constitutional Officers conference on March 5-6, 2007 in Roanoke and March 7-8, 2007 in Richmond. This has been a successful training program and is in high demand. There are limited registration slots (one registration per office) available and this program tends to fill very quickly. Training is available to Constitutional Officer or Chief Deputy in charge of Human Resources.

This eight-hour training is the Compensation Board's traditional Employment Law program. The goal of this program is to introduce you to the wide array of employment laws and how they affect you as an employer. You will be introduced to common mistakes made as an elected official and how you may best prevent an action against you.

A **test** will be administered at the end of the program for Officers and Deputies who are working toward certification.

Registration will be available online for Lawful Employment Practices from **February 1 until February 23, 2007**. The agenda may be viewed on our website (see link below).

Lawful Employment Practices for Constitutional Officers:  
<http://www.scb.state.va.us/RegistrationTraining/le2sites/LawfulEmpl.cfm>

Reimbursement will be available via COIN for travel and dinner on the first night of training.

Note: The Sheriff's offices will be invited by the Virginia Sheriffs Institute to attend a customized Lawful Employment session.

If you have questions or would like further information, please contact Nikki Outlaw by telephone at (804) 225-3223 or by email at: [nikki.outlaw@scb.virginia.gov](mailto:nikki.outlaw@scb.virginia.gov).