

ETHICS TRAINING GUIDELINES

Pursuant to Act 315 of the 2007 Regular Session of the Louisiana Legislature, beginning January 1, 2012 all public employees are required to receive a minimum of one hour education and training on the Code of Governmental Ethics each year of his employment. Below are some parameters for compliance with this law.

I. DEFINITIONS

- A. **Certified Trainer-** a person approved to educate and train state employees who is not an employee of the Board of Ethics
- B. **Liaison-** The person designated by the institution to provide all employees information relative to ethics and conflicts of interest
- C. **Proctor-** a person who does not teach ethics training, but administers the training via materials provided by the Board of Ethics.

II. TRAINING

A. Personnel

- 1) The institution shall designate at least one person to act as the liaison who shall provide the employees information relative to this policy.
- 2) The liaison must receive a minimum of two (2) hours of education and training regarding the Code of Governmental Ethics annually.
- 3) The institution shall ensure that employees are notified of the name and contact information of the liaison and that the contact information is posted and maintained in an easily accessible location.
- 4) **Each institution shall submit the name and contact information of the liaison to the Board of Ethics no later than July 1, of each year** and shall notify the Board of Ethics within ten (10) days of any change in the contact. (*see attached notification form*).

B. Delivery Methods and Materials

- 1) Employee: training is delivered directly
 - a) The Board of Ethics delivers training
 - i. through on-line instruction via their website,
 - ii. through live seminars conducted at locations throughout the state (for seminar information refer to schedule located at <http://ethics.la.gov/SeminarRegistration>,
 - iii. through seminars conducted specifically for the institution (contact Board of Ethics directly to arrange).
 - b) Certificate of participation/compliance is submitted directly to the Board of Ethics.
 - c) A printed copy of the certificate may then be presented to the campus liaison to document employee compliance with the training.
 - d) Attendance documentation is retained by the Board of Ethics.
- 2) Proctor: training may be provided by the liaison serving as a proctor provided he/she has met the requirements as identified in item (2) of Paragraph A above.
 - a) Training materials which may include, but are not limited to a DVD or other presentations using computer software will be provided by the Board of Ethics upon request.
 - b) Proctors must be present for the full hour presentation and will be responsible for providing and collecting attendance forms. Forms must include:
 - i. Attendees name
 - ii. Attendees date of birth
 - iii. Agency
 - iv. Attendee signature
 - v. Course number
 - vi. Proctor name
 - vii. Board of Ethics declaration clause
(Your signature on this attendance form is your attestation that you attended the entire presentation and that you are the person whose identity this form declares. You understand that evidence brought to the attention of the Board of Ethics to the contrary may result in disciplinary action from the board for failure to comply with R.S.42:1170.)

- c) Proctors must submit the attendance information to the Board of Ethics electronically within 30 days of completion of the program.
 - d) Attendance documentation must be retained by the institution for a minimum of four (4) years.
- 3) Certified Trainer: training may be delivered by a third party who has met the requirements of the Board of Ethics to act as a certified trainer.
- a) Prior to conducting the training, the certified trainer must request approval of the training session from the Board of Ethics.
 - b) All training materials must be approved by the Board of Ethics
 - c) Programs must be at least one hour in length.
 - d) No exams or testing shall be required.
 - e) Employees must be given the opportunity to complete an evaluation addressing the quality of the training.
 - f) Employees must complete an attendance form which will be retained by the certified trainer.
 - g) The certified trainer is responsible for submitting the attendance information to the Board of Ethics electronically within 30 days of completion of the program.
 - h) Attendance documentation must be retained by the certified trainer for a minimum of four (4) years.

C. REPORTING

- 1) A copy of the *Agency Liaison Notification* which is submitted to the Board of Ethics each year shall be provided to UL System Vice President for Administration and General Counsel.
- 2) The institution shall be responsible for maintaining records documenting employee compliance with the annual training requirements.