

ETHICS EDUCATION AND TRAINING POLICY AND PROCEDURES

Purpose

To ensure that the University of Louisiana at Monroe (“University”) and its employees (defined below) comply with the mandate in the Louisiana Code of Governmental Ethics (“Code”) requiring annual ethics education and training (“training”) of public employees.

Authority

Louisiana Revised Statutes 42:1101 *et seq.* (Louisiana Code of Governmental Ethics, generally)

Louisiana Revised Statutes 42:1170 (mandating ethics education for all public servants)

Louisiana Administrative Code Title 52 (Louisiana Board of Ethics Rules)

University of Louisiana System Board of Supervisors Policy and Procedures Manual, Associated Document, “Ethics Training Guidelines,” June 25, 2012

Background

The Louisiana Legislature enacted the Code to promote the proper functioning of democratic state government by establishing ethical conduct expectations, disclosure, and ethics education and training requirements for all elected officials and public employees. The Code functions to protect the public and public resources by holding elected officials and public employees accountable for recognizing and reporting and/ or avoiding conflicts of interest that might arise in their capacity as public servants.

Applicability

In accordance with the Code, this policy shall apply to the University as a state “agency” and to all University employees (“Employees”) as “public employees” who are “engaged in the performance of a governmental function” by working for the University.

Employees covered by the Code and this policy include University employees who are any of the following, whether employed full-time or part-time:

- Classified;
- Unclassified;
- Faculty;
- Adjunct;
- Casual Wage;
- Fellows;
- Graduate Assistants;
- Teaching Assistants; and
- Student Workers

All Employees are subject to the Code and this policy whether or not they are remunerated.

The Code requires that training be completed by any public employee who has been employed by an agency for 90 or more days in the applicable calendar year.

Ethics Liaison

By July 1 of each calendar year, the University President, as agency head, shall designate a University employee as the University's State Appointed Ethics Liaison ("Ethics Liaison"), as that position is set forth in rules promulgated by the Louisiana Board of Ethics ("Board"). The Ethics Liaison shall be responsible to provide all Employees access to the required training, as offered or approved by the Board.

Once appointed, the Ethics Liaison is required to complete annual training of at least two hours, as administered by the Board. The Ethics Liaison shall register annually with the Board.

The University shall assure that all Employees are notified of the current name and contact information of the Ethics Liaison by posting that information in a convenient and conspicuous manner.

Mandatory Annual Ethics Education and Training for All University Employees

By December 31 of each calendar year, each Employee shall complete a minimum of one (1) hour of ethics education and training regarding the Code. The Employee may complete the training through an in-person training session or via the Internet, in accordance with the rules established by the Board.

It shall be the responsibility of Supervisors and Division Heads to permit Employees sufficient time during an individual Employee's regular work hours to complete the mandatory minimum of one (1) hour of ethics training, whether the Employee completes the training on-line or in-person.

It shall be the Employee's responsibility to: 1) complete the mandatory annual training by December 31 of the applicable year and 2) to provide verification of completion of training to the Department of Human Resources for inclusion in the Employee's personnel file.

On-line training

Employees completing training on-line through the Board's training portal should register for training using their University e-mail address tied to a University domain (e.g., ulm.edu or warhawks.ulm.edu). Use of a University e-mail enables the Ethics Liaison to complete a search for an attendance record, if necessary. Thus use of a personal e-mail address for on-line training is strongly discouraged. The on-line training module, once completed, enables the Employee to print a certificate of completion.

In-person training

Employees completing in-person training shall attend a live training session either conducted by the Board or proctored by the Ethics Liaison.

The Board shall generate attendance records for any in-person trainings conducted by the Board. Employees attending a Board-conducted training may generate verification of training completion through the "Search Attendance" option on the Board's training portal for forwarding to the Department of Human Resources.

Employees attending a training proctored by the Ethics Liaison shall sign a certificate of completion to be returned to the Ethics Liaison, who shall forward it to the Department of Human Resources.

New Employees

Under this policy, new Employees shall complete the training as soon as practicable, via the methods described immediately above, but, in any case, no later than within 90 days of employment, consistent with the required completion of New Employee Orientation. (See, "New Employee Orientation Policy.")

At the time of hire, the Department of Human Resources shall notify the new Employee of this policy and the training requirement.

Record Retention

The Board shall keep records that it generates or receives of public employees' compliance with the annual ethics training requirements. Employees may search the attendance records on the Board's website.

For trainings proctored by the Ethics Liaison, an attendance list, as determined by the Board's rules, must be obtained by the Liaison and submitted electronically to the Board within 30 days of the training in order for the Board to retain attendance records. Additionally, the Liaison shall obtain from each Employee in attendance a signed verification of attendance.

The University shall retain this attendance documentation for proctored trainings for a minimum of four (4) years.

Failure to Complete Training

Failure to comply with the training requirement constitutes a violation of the Code and this policy.

The Board has the ability to impose sanctions on public employees who have not complied in a timely manner with the annual training requirement.

Additionally, the University may impose appropriate disciplinary action, up to and including termination, if it discovers that an Employee has not completed the training in a timely manner.

Ethics Information for University Business Partners

Additionally, the University shall provide information about governmental ethics to those with whom the University does business.