

POLICY STATEMENT

NO. 3.24.00

ISSUED BY: The Office of the Chancellor

COORDINATED BY: Business Affairs

EFFECTIVE: February 15, 2012

SUBJECT: Annual Ethics Training for all Full Time and Part Time Employees.

1. **Purpose:** This plan outlines procedures and assigns responsibilities for conduct of annual Ethics training for all LSU Shreveport employees as prescribed in Louisiana Revised Statute 42:1170 and LSU System memo dated January 24, 2012. This training is required for all full time and part time faculty (including adjunct faculty) and staff. Student workers and temporary employees are exempt from this requirement.
2. **General:** The Director of Human Resource Management is responsible for administration of the Ethics Training Program. This includes dissemination of all information concerning the training, scheduling group seminars, maintaining attendance records, and reporting non-attendees.

Training must be conducted using the material located on the Ethics Board website. This may be done individually or in a group seminar as approved by the Director of Human Resources. Employees with routine access to computers will be required to complete the individual online training. Employees who do not have routine access to computers will have the option to attend a live training seminar conducted by the Ethics Board or completing the training online individually. Time and location of these seminars will be provided by the Director of Human Resource Management.

3. **Initial training (2012):** No later than February 15, 2012, the Director Human Resource Management will notify each employee that they are required to complete the training through individual use of the appropriate web link or by attending a scheduled training seminar. Individual online training must be completed no later than March 31, 2012. Employees completing the training individually must provide Human Resource Management a copy of their completion certificate. Employees attending an Ethics Board seminar will be credited for attendance by signing a roster maintained by the Director of Human Resource Management for each scheduled

class. The Director Human Resource Management will compile a list of attendees and identify any employee who has not completed the training. Supervisors of these employees will be notified that the employee must complete the training within 10 working days.

4. **Recurrent/Annual Training:** No later than February 15 of each year, the Director of Human Resource Management will notify each employee they are required to complete the online training or by attend a scheduled live training session. Training will be completed no later than March 31 of each year. Employees completing the training individually must provide Human Resource Management a copy of their completion certificate. Employees attending a class session will be credited for attendance by signing a roster maintained by the Director of Human Resource Management for each scheduled class. The Director of Human Resource Management will compile a list of attendees and identify any employee who has not completed the training. Supervisors of these employees will be notified that the employee must complete the training within 10 working days.

5. Responsibilities:

- a. **Director of Human Resource Management:** Overall responsibility for conduct of the program
 1. Serve as primary LSUS point of contact with the LSU System Office and the Ethics Commission for the Ethics Training Program
 2. Notify campus of training procedures and deadlines
 3. Insure training is conducted using the web based material provided by the Louisiana Ethics Board
 4. Schedule group seminars for LSUS employees with limited or no computer access.
 5. Maintain attendance rosters and report attendance issues to LSU Shreveport and LSU System leadership
- b. **Deans, Directors, Chairs, and Supervisors:** Ensure employees are aware of the training requirement and allow time for completion of the training by each employee. Require all employees to complete the training.
- c. **All Employees:** Complete the training in accordance with the LSUS timeline and procedures.

APPROVED

Michael T. Ferrell
Michael T. Ferrell, Vice Chancellor
Business Affairs

2-15-12
Date

Vincent J. Marsala
Vincent J. Marsala, Chancellor

2-15-12
Date