



Office of Human Resources

Policy Memorandum 7

Date: January 1, 2012

Mandatory Ethics Training for All Employees

In accordance with RS 42:1170, all state employees serving in any capacity, including adjunct faculty, temporary workers, and student workers, must complete mandatory ethics training through the Louisiana Board of Ethics. Any new employee must complete this training within 5 days of hire, as part of their in-processing. Continuing employees who have not yet taken the training must complete it within 6 months of this memo.

The Louisiana Board of Ethics provides an Online Training Portal for this purpose. The Online Training Portal provides an online opportunity for public servants to fulfill the annual requirement of one hour of education and training on the Code of Governmental Ethics. RS 42:1170 A (3) is the law that requires this one hour of training.

To use the Online Training go to

1. <http://eap.ethics.la.gov/EthicsTraining/login.aspx>
2. Then register as a new user
3. Once you get in you will want to take the training titled “2012 Code of Ethics Training for Public Servants”
4. It is in three parts and takes a total of about one hour.

Please be aware of the following statutes,

RS 42:1170 C (1) “...The agency shall also provide instruction and information to such public servants intended to educate them about the particular ethics laws to which they are subject and the procedures by which such laws are enforced...”

RS 42:1170 E (2) states that “If the board discovers that a public servant has failed to complete the training required by this Section, the board shall mail by certified mail a notice of noncompliance informing the person that the training required by this Section shall be completed within thirty business days after receipt of the notice of

noncompliance. The notice of noncompliance shall include the deadline for completion of the training required by this Section. If the person completes the training prior to the deadline contained in the notice of noncompliance, no penalties shall be assessed against the public servant.”

Every employee who completes the training online will receive a certificate of completion. A copy of this certificate must be given to the Office of Human Resources to be placed in the employee’s personnel file and to be forwarded to LCTCS Office of Internal Audit to show compliance with the revised statute 42:1170.