



City of Austin

2014 CityEthics Training Info Sheet

What is CityEthics?

- Annual ethics training
- Mandatory for all full-time employees; departments choose if they want to include part-time or temporary employees
- The training link will be active February 2014 through May 2014
- Accessed through the Law Department webpage
- 1-hour online module
- To be completed within workgroups, not individually
- Completion recorded in TRAIN by department

What is covered?

The theme for 2013 was **Respect & Voice** with scenarios highlighting three different aspects of respect and voicing concerns. This year, we will focus on our **PRIDE** value of **Ethics & Integrity**, with scenarios highlighting outside employment, conflicts of interest, and use of City resources.

Questions for Answer Prior to Training:

- How will your department roll-out the module?
 - What kind of workgroups will complete the training together (i.e. supervisors with immediate reports, divisions during safety meeting, etc.)?
 - Who will facilitate the trainings (supervisors, HR, upper management, etc.)?
- How will training completion records be entered into TRAIN?
 - Who will be the keeper of the sign-in sheets?
 - Who will enter the training records into TRAIN?
- Who will receive the completion reports and follow-up to make sure all employees are in compliance?
- What is the penalty for those who do not complete the training?
- Have all the computers that will be used for training sessions been checked to make sure the latest version of Adobe Flash has been installed? Who will check?
- Who will be responsible for testing the module in advance of the training sessions?

Department Directors need to send an email to employees notifying them of the training and management's expectations.



Frequently Asked Questions:

Who is required to take the training?

All full-time, non-civil service employees are required to take the training. Departments will decide if they also want to require their part-time and temporary employees to complete it and will communicate that to their employees.

Why are we having ethics training again?

The City Manager wants all employees to have ethics training every year. Having the training within workgroups give employees the opportunity to discuss together how the ethics rules and City's values pertain to their job, where the workgroups strengths lie, and where improvements can be made.

What happens if I don't take the training?

The City Manager has made this training mandatory. A report will be generated for the City Manager's Office. The penalty for not completing the training will be up to your Department Director.

If I've already taken *CityEthics for New Employees* or *CityEthics for Supervisors*, do I have to take this training, too?

Yes.

What if the department has an employee who can't be there when his/her workgroup is doing the training?

Department management has the authority to allow an employee to view the training individually if he/she is not able to complete the training with his/her workgroup. The employee's supervisor must be aware of the exception and the supervisor must confirm in writing that the employee has completed the training module. The written confirmation must be kept on file with the sign-in sheets as proof of completion.

Are employees who are out on military leave, FMLA, or administrative leave required to complete the training?

If an employee is out on military leave, FMLA or some other kind of administrative leave for the duration of the training period, they are exempt from the training.

Where do I get more information?

If you have any questions, contact LaVonnia Horne-Williams at (512) 974-2625 or lavonia.horne-williams@austintexas.gov.



Department Name:

Department SPOC:

CityEthics 2014 Department Preparation Worksheet

Training Prep

Have all the computers that will be used for training sessions been checked to make sure the latest version of Adobe Flash has been installed?

Who will check and confirm?

Has the module been tested on the computers in advance of the training sessions?

Who will be responsible for testing the module prior to the training session?

Module Roll-Out

What kind of workgroups will complete the training together (i.e. supervisors with immediate reports, divisions during safety meeting, etc.)?

Will we use the cascade or simultaneous model?

(In the cascade model, the top management team completes the training first, then each member of the management team facilitates the training with his/her direct reports. The direct reports then facilitate training sessions with their direct reports and it continues down the chain of command until the training is delivered last to the front-line employees by their direct supervisor. In the simultaneous model, all levels of the department complete the module with their direct supervisor at the same time, without waiting for the level above them to complete it.)

Who will facilitate the trainings (direct supervisors, division managers, upper management, HR, etc.)?

What is the penalty for those who do not complete the training?



Tracking

How will training completion records be entered into TRAIN?

Who will enter the training records into TRAIN?

Who will be the keeper of the sign-in sheets?

Who will receive the completion reports and follow-up to make sure all employees are in compliance?

Access

The link to the CityEthics 2014 module is posted in one location- The City's external website on the Law Department's site, under the **CityEthics** page. **Adobe Flash 11.2 or later is required to view the module.**

- **The training module will run within the City's Network and is not accessible to the public.**
- **Due to the City host server, some computers may show a Network Security message: "There is a problem with this website's security certificate."**

The website is secured. You may continue to run the training module by selecting: **"Continue to this website (Not Recommended option)."**