



City of Austin

2015 CityEthics Training Info Sheet

What is CityEthics?

- Annual ethics training
- Mandatory for all employees, to include temporary employees
- The training link will be active February 25, 2015 through May 15, 2015
- Accessed through the Law Department webpage and CitySpace-CityEthics link
- 1-hour online module
- To be completed within workgroups, not individually
- Completion recorded in TRAIN by department; naming convention should begin CityEthics 2015 – Dept. Name

What is covered?

The theme for 2014 was on our **PRIDE** value of **Ethics & Integrity**, with scenarios highlighting outside employment, conflicts of interest, and use of City resources. This year, we will focus on our PRIDE values and discuss two important City policies:

- Outside Employment (COA Personnel Policies, effective February 2014)
- Gifts (Administrative Bulletin 14-03, effective 6/30/14)

Questions to 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.)?
- 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 City of Austin employees are required to take the training. Departments will need to communicate this requirement 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 gives 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 but reported to the City Manager.

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. The cut-off date is May 15, 2015.

Where do I get more information?

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