

ETHICS TRAINING POLICY

AUTHORITY

Palm Beach County Code of Ethics Sub-section 2-446(a)

PURPOSE

To set the City's policy and procedures for providing guidelines to all City officials and personnel regarding required ethics training.

POLICY STATEMENT

Section 2-446. Ethics Training of the Palm Beach County Code of Ethics at subsection (a) provides the following: "...*Officials and employee shall be informed of their ethical responsibilities at the start of their public service, and shall receive updates and training materials on ethics issues throughout the span of their public service. The county administrator or municipal administrator as applicable shall establish by policy a mandatory training schedule for all officials and employees which shall include mandatory periodic follow-up sessions...*"

PROCEDURE

All City employees and non-elected officials must receive initial Code of Ethics training within *thirty* (30) days of employment or appointment. All City elected officials must receive initial training within *thirty* (30) days of taking office. This training may consist of live training with Palm Beach County Commission on Ethics (COE) staff or approved trainers, on-line training through the use of the training video available from COE, or DVD presentations by COE staff.

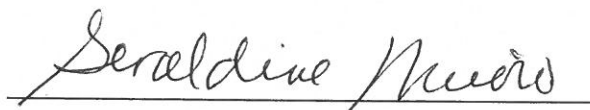
1. As part of the required training, all City employees, and elected and appointed officials must read the Palm Beach County Code of Ethics. The code is available on the COE's website at www.palmbeachcountyethics.com, as well as in the *Ethics Pocket Guide*, published by the COE.
2. After completing training and having read the Code of Ethics, all City employees, and elected and appointed officials shall complete an approved acknowledgment form available on the COE's website, <http://www.palmbeachcountyethics.com/forms.htm>, indicating that they attended a live COE training session or viewed the appropriate web- video or approved DVD provided by the COE. The training acknowledgement form must be signed by the City employee or official and submitted to Human Resources for inclusion in their personnel file.

Effective Date
July 16, 2018

Chapter 4
Personnel
Policy 4-22

3. All City employees and elected and appointed officials, who have not complied with Sections 1-3 above, must do so by November 1, 2014.
4. After initial training, all City employees and elected and appointed officials must complete follow-up ethics training every two years by September 30. The COE will coordinate with the City Administrator to provide timely and effective follow-up training.
5. City employees shall at all times be in compliance with City Ethics Policy 4-4.

Policy 4-22 is effective as of this 16th day of July, 2018.

A handwritten signature in cursive script that reads "Geraldine Muoio". The signature is written in black ink and is positioned above a horizontal line.

Geraldine Muoio
Mayor