

CITY OF PAHOKEE ETHICS TRAINING POLICY

PURPOSE:

The purpose of this policy is to provide guidelines to all City personnel regarding required ethics training pursuant to Section 2-446 of the Palm Beach County Code of Ethics.

UPDATES:

Future updates to this policy will be the responsibility of the ~~City of Pahokee's Human Resources Department~~ Office of the City Clerk. Such designee will act as the liaison between the jurisdiction and the Commission on Ethics (COE). The assigned designee will be the ~~Director/Assistant Director of Human Resources~~ City Clerk. Periodically, the COE may recommend changes, modifications or updates to the ethics training policy.

POLICY:

~~In Accordance to~~ with the Palm Beach County Code of Ethics §2-446(a), ~~(1) Officials~~ City officials and employees 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, ~~and (2) The the City of Pahokee's Human Resources Department~~ City of Pahokee shall establish by policy a mandatory training schedule for all officials and employees which shall include mandatory periodic follow-up sessions. In accordance with these mandates, the following policy and procedure is recommended for adoption by the City of Pahokee's City Commission.

PROCEDURE:

1. All City of Pahokee employees and officials (elected and appointed) must ~~participate in~~ complete the Palm Beach County Code of Ethics training within sixty (60) days of ~~hiring~~ hire or taking office upon election, reelection, appointment, or reappointment. ~~Individuals who completed their initial ethics training within sixty (60) days of employment, election, reelection, appointment, or reappointment are exempt from additional training within the same calendar year as their initial training~~ This training requirement may consist of live training by COE staff, on-line training through use of the training video available on the COE website, or DVD presentation upon request.
- ~~2.2.~~ The Human Resources Department shall notify the Office of the City Clerk of new hires, in order to track compliance with this policy.
- ~~2.3.~~ As part of the required training, all City employees and officials; (elected and appointed) officials must read the Palm Beach County Code of Ethics. ~~The code is available on the COE website as well as in the Ethics Pocket Guide, published by the Commission on Ethics.~~
- ~~3.4.~~ After initial training, periodic mandatory follow-up training is required for all employees and officials (elected and appointed) every year. The City Clerk will coordinate with the COE will ~~coordinate with the City's Director/Assistant Director of Human Resources~~ City Clerk, to provide timely and effective follow-up training.
- ~~4.5.~~ After completing training and having read the Code of Ethics, all employees, elected and appointed officials shall complete an approved acknowledgment form, available on the Commission on Ethics website, <http://www.palmbeachcountyethics.com/forms.htm>, indicating that they attended a live COE training or viewed the appropriate web-video or approved DVD provided by the COE. The

training acknowledgment form must be signed by the employee or official and submitted to ~~Human Resources~~ the Office of the City Clerk for inclusion in their personnel ~~file or administrative~~ file records, as applicable. Training acknowledgment forms for members of the City's boards/committees shall be filed and maintained by the Office of the City Clerk.

~~5.6.~~ The ~~City's Human Resources Department and designated administrator~~ Office of the City Clerk will coordinate all mandated training and compliance audits with the COE.

~~7.~~ The policy is effective on ~~March 1, 2024~~ April 28, 2026 ~~with a sixty (60) day grace period.~~ All employees and officials who take ethics training and read the Code of Ethics ~~from March 1st—April 30th~~ by December 31st, annually, will be considered trained and in compliance with this policy.

~~6.—~~

EFFECTIVE: ~~MAY 28, 2024~~ APRIL 28, 2026