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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2012-012

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, PHR (RND)
Human Resources Director

SUBJECT: Mandatory Ethics Training

DATE: April 23, 2012

Effective January 1, 2012, Louisiana RS 42:1170 A(3) requires that each public servant shall receive a minimum of one (1) hour of education and training on the Code of Governmental Ethics on an annual basis throughout the duration of his/her employment. The regulation does not distinguish based on the type of appointment; therefore, this requirement extends to all departmental employees including students, WAE/wage, and unclassified personnel.

Therefore, all OLG/DCRT employees are asked to complete the mandatory Ethics training by July 31, 2012.

The required training is available online through the Louisiana Employees Online (LEO) system. Once logged into LEO, employees may register by completing the following:

- Select the *My Training* tab;
- Click on the *Statewide Courses* link under the Course Catalog header;
- Select *LA Ethics Administration* under the list of Statewide Courses;
- Select *Ethics – LA Code of Governmental Ethics*
- Click on the *Book this Course* button;
- When prompted, "Do you want to book this course?" click *Yes*.
- Click on the *Start Course Now* button.

**** Once you have completed and logged out of the Ethics online training, please be sure to click on the *Get Credit for Course*, so that your completion of the course will be reflected on your Qualifications Profile (located in the bottom left-hand corner). ****

The Human Resources Division will periodically generate training reports in order to monitor progress and will send reminders, as needed, to supervisors to ensure their assigned staff members complete the training in accordance with the established deadline above.

Supervisors: Please make this memo available to your employees who may not have email access.

Should you have any questions or need assistance registering/receiving credit for the course, please contact Brandi Conway at (225) 342-0880 or bconway@crt.la.gov.

RND:ch
c: Personnel Liaisons

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