

Board Policy No. 6 Ethics Training

Summary

This Policy establishes requirements for state-imposed ethics training for members of the Board and designated employees.

Background

On October 10, 2005, Assembly Bill (AB) 1234 was approved by the State of California which imposes ethics training and compensation and reimbursement requirements on cities, counties, and special districts. This legislation took effect January 1, 2006.

Minimum Training Requirement

Members of the Board and employees, who are designated by the Board, shall receive at least two (2) hours of ethics training every two (2) years, pursuant to the provisions of Government Code § 53234, et seq.

The employees whose titles are included in Board Policy No. 8, Conflict of Interest Code, are designated by the Board to receive ethics training in accordance with this policy. These employees are also required to submit a Statement of Economic Interest (Form 700) each year. Departing Board members and designated employees shall submit an "Exiting Office" Form 700 within thirty (30) days of their final date of service on the Board or employment with NCTD.

Source of Training

Ethics training shall be provided by an agency, an association of local agencies, or other entity, in accordance with criteria approved by the Fair Political Practices Commission and the Attorney General. NCTD's Director of Human Resources, or designee, shall provide members of the Board and the designated employees information on the training available to meet these requirements.

Time of Training

Each member of the Board and designated employee who commences service with NCTD after January 1, 2006, shall receive the required training within sixty (60) days from the first date of service with NCTD, or appointment to a designated position. Thereafter, said members of the Board and designated employees shall receive training at least once every two (2) years. Members of the Board who serve a local agency other than NCTD are only required to satisfy the requirements of this Policy once every two (2) years regardless of the number of agencies they serve.

Certificate

All members of the Board and designated employees shall provide a certificate to the Director of Human Resources, indicating the dates upon which they attended ethics training sessions to satisfy requirements. The certificate shall also include the entity which provided the training. The


Board Policy No. 6 – Ethics Training

Director of Human Resources shall maintain the records, indicating the dates that each of the members of the Board and designated employees satisfied their requirements and the entity which provided the training. These records shall be maintained in accordance with NCTD's Records Retention Schedule and are subject to disclosure under the Public Records Act.

Standard of Conduct Training

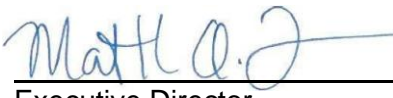
All NCTD employees receive Standard of Conduct training during new hire employee orientation. Every employee who commenced service with NCTD after August 22, 2013, shall receive a training presentation on NCTD's Standard of Conduct and have access to a copy of the training materials. At least once a year, the District will provide training on NCTD's Standard of Conduct to all staff members.

Approvals



Board Chair

10/21/2021
Date



Executive Director

10/21/2021
Date



General Counsel

10/21/2021
Date

Board Policy No. 6 – Ethics Training

DATE ISSUED	REVISION No.	RESOLUTION No.	COMMENTS
10/18/2012	ADOPTED		
10/17/2013	1		2013 REVISION
10/16/2014	2		2014 REVISION
10/20/2016	3	16-10	2016 REVISION
10/21/2021	4	21-05	2021 REVISION