TOWN OF HILLSBOROUGH
PERSONNEL POLICY

POLICY 205B LAST REVISED 8/1/08

SUBJECT: ETHICS TRAINING

PURPOSE: To establish an ethics training policy that complies with the requirements of Article 2.4 – Ethics Training, which is set forth in Government Code sections 53234 through 53235.2. Article 2.4 is divided into four sections: definitions, requirement and content of ethics training, frequency of training and record keeping.

STATEMENT OF POLICY:

Members of the City Council, as well as the City Manager, City Clerk, Police Chief, Fire Chief, Heads of Public Works, Building, Planning, Finance and Human Resources departments and other manager/supervisors, hereafter individually referred to as "Public Servant" and collectively "Public Servants" shall comply with the ethics training requirements of AB 1234.

Procedures

1. Each Public Servant shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service, ("Ethics Training") every two years. If an individual holds more than one Public Servant position, such individual shall nonetheless be required to receive only two hours of Ethics Training in total and not two hours per position.
2. Each Public Servant in that status as of January 1, 2006, and remaining in that status at least until January 1, 2007, shall receive Ethics Training before January 1, 2007, and at least once every two years thereafter.
3. Each Public Servant in that status as of January 1, 2006, but leaving that status before January 1, 2007, shall not be required to receive Ethics Training.
4. Each Public Servant entering into that status during 2006 shall receive Ethics Training on or before the first anniversary of becoming a Public Servant and at least once every two years thereafter.
5. At least once annually, the Town shall provide the Public Servants with information on trainings available to meet the ethics training requirements of AB 1234.
6. The Town shall keep records indicating the dates that the Public Servants received Ethics Training and the name(s) of the entity(ies) providing the Ethics Training. The Town shall maintain such records as directed by the retention schedule.