

## **SECTION 3.15 ETHICS TRAINING POLICY**

Effective January 1, 2006, Assembly Bill 1234 imposes ethics training, and compensation and reimbursement requirements on cities, counties and special districts. For officials currently serving a local agency, AB 1234 requires no less than two (2) hours of ethics training in general ethics principles and ethics laws to be completed no later than January 1, 2007. Officials who begin their term on or after January 1, 2006 will be required to fulfill two (2) hours of ethics training within one (1) year of taking office. Thereafter, officials are required to complete two (2) hours of ethics training every two (2) years. Officials whose terms end before January 1, 2007 are exempted from the ethics training requirements.

On March 9, 2006, the Board of Directors adopted the following policy which implements the Ethics Training portion of AB 1234.

### **3.15.1 Policy**

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

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.

The District Secretary shall provide members of the Board of Directors and the designated employees, information on the training available to meet these requirements.

Each director and designated employee who commences service with the District after January 1, 2006, shall receive the required training, one (1) year from the first date of service with the District. Thereafter, said directors and designated employees shall receive training, at least once every two (2) years.

Directors who serve a local agency other than the District are only required to satisfy the requirements of this Policy once every two (2) years; regardless of the number of agencies they serve.

All directors and designated employees shall provide a certificate to the District Secretary, indicating that dates upon which they attended ethics training sessions, to satisfy requirements. Said certificate shall also include the entity which provided the training. The District Secretary shall maintain the records, indicating the dates that each of the Members of the Board of Directors, and designated employees, satisfied their requirements, and the entity which provided the training.

These records shall be maintained for at least five (5) years after the training, and are subject to disclosure under the Public Records Act.

The employees who are designated by the Board to receive ethics training in accordance with this Policy are the employees holding the following positions:

Accounting Manager  
Administrative Assistant, Senior-Board Administration  
Administrative Assistant, Senior-Engineering  
Administrative Assistant, Senior-Finance  
Administrative Services Supervisor  
Assistant General Manager–Chief Financial Officer/Treasurer  
Assistant General Manager–Engineering & Operations  
Associate Engineer  
Budget Debt Administrator  
Conservation and Water Budget Analyst  
Construction Contracts Manager  
Cross Connection Control Technician – II/Specialist  
Customer & Support Services Manager  
Datacenter Operations Supervisor  
Director of Administration  
Director of Human Resources  
District Secretary  
Electrical Services Supervisor  
Engineering Manager–CIP & Development  
Engineering Services Supervisor  
ERP Business Analyst  
Field Services Manager  
Field Services Supervisor–Construction  
Field Services Supervisor–Facilities  
Fleet Services Supervisor  
General Manager  
GIS Coordinator  
Governmental Affairs Manager  
Human Resources Analyst  
Management Analyst  
Operations Analyst  
Operations & Maintenance Planner/Scheduler  
Operations Systems Administrator  
Principal Engineer  
Procurement & Contracts Administrator  
Public Information Officer  
Purchasing Agent (ALL)

Safety/Risk Officer  
Utility Analyst  
Wastewater Collections System Coordinator  
Wastewater Maintenance Supervisor  
Water Operations Manager  
Water Quality Supervisor  
Water Reclamation Manager  
Water Resources Manager  
Water System Supervisor  
Water Systems Analyst  
Water Use Efficiency & Grants Manager