

TO: ALL COUNTY PERSONNEL

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

PREPARED BY: HUMAN RESOURCES & COUNTY ADMINISTRATION

SUBJECT: ETHICS TRAINING FOR EMPLOYEES AND OFFICIALS

PPM #: CW-P-079

ISSUE DATE
August 5, 2014

EFFECTIVE DATE
August 5, 2014

PURPOSE:

To establish a basic training requirement for all County employees and all “Officials” as defined below to ensure knowledge of, and compliance with, the Palm Beach County Code of Ethics.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Human Resources with input from County Administration and the Executive Director of the Commission on Ethics.

AUTHORITY:

Article XIII, Section 2-446 of the Palm Beach County Code of Ethics.

DEFINITIONS:

Advisory Board shall mean any advisory or quasi-judicial board created by the Board of County Commissioners (BCC).

Official shall mean members of the BCC, and members **appointed** by the BCC to serve on any advisory, quasi-judicial, or any other board of the county, state, or any other regional, local, municipal, or corporate entity.

Employee means a person so defined under Fla. Stat. §447.203, & the Fair Labor Standards Act. 29 U.S.C.A. § 203, and performs services for and under the control and direction of the BCC for wages or other remuneration. The term does not include an independent contractor.

BACKGROUND:

In order to ensure that Officials and County employees abide by the highest ethical standards, the BCC adopted the Palm Beach County Code of Ethics as part of a series of ethics reforms, which began in December 2009. The Palm Beach County Code of Ethics applies to all county and municipal officials and employees, lobbyists, their principals and employers, and vendors. The Code of Ethics includes defining and prohibiting certain conflicts of interest, misuse of office, gift law requirements, and anti-nepotism rules. In 2010, voters expanded the Ordinance to include all Palm Beach County municipalities.

POLICY:

All newly hired County employees must complete the ethics training required by the Palm Beach County Code of Ethics within their first ninety days of employment. Thereafter, all employees must complete required training every three years on October 1, beginning October 1, 2014. Each additional training requirement must be satisfied within ninety days before or after each October 1 deadline.

All Officials, other than the BCC, must complete ethics training required by the Palm Beach County Code of Ethics and the Commission on Ethics prior to appointment and upon reappointment. Officials other than the BCC who serve an indefinite term must complete ethics training every three (3) years. It is the responsibility of each Official other than members of the BCC to comply with this requirement. For these Officials, the liaison Department is responsible for providing notice of the training requirement, assisting in how or where to get the training, and reporting to administration those who do and do not take the training. If any Official other than a member of the BCC is shown not to be in compliance with this requirement, the Official will be recommended for removal from their respective Board.

In addition to any ethics training requirements mandated by state law, County Commissioners must complete training required by the Palm Beach County Code of Ethics for each term served no later than sixty (60) days after taking office.

The Commission on Ethics will conduct audits for compliance with this policy.

PROCEDURE:

The Commission on Ethics will provide the relevant training materials and make those materials available via live training sessions, streaming web videos, DVD's or any other such method deemed appropriate to ensure their accessibility and availability to County Employees and Officials. To satisfactorily complete the training requirement, employees and Officials will be required to attend a live training or view the current training video and read the Palm Beach County Code of Ethics. Acknowledgement documenting the completion of this requirement must be completed by every County Employee and Official and returned to Human Resources for Employees for inclusion in the Employee's personnel file. Officials must return the Acknowledgement to the liaison Department prior to appointment and/or reappointment. The Executive Director of the Commission on Ethics will notify the Human Resources Director and the County Administrator of any changes to the code that **may** require retraining of Employees and Officials beyond their normal schedule. It will be the responsibility of the Human Resources Director and County Administration to ensure that Employees and Officials are notified of such changes.

ATTACHMENTS

- A. Employee Ethics Training Acknowledgement Form
- B. Boards/Committees Application w/Ethics Acknowledgment Section



**ROBERT WEISMAN, P.E.
COUNTY ADMINISTRATOR**

Supersession History:

- 1. PPM# CW-P-079, dated 10/15/11
- 2. PPM# CW-P-079, dated 2/21/2014



ACKNOWLEDGEMENT OF RECEIPT PALM BEACH COUNTY CODE OF ETHICS TRAINING

Legal Name: _____ (Please print clearly)

Employee Identification Number: _____

Department/Board: _____

By signing this acknowledgement, I am attesting that I have done the following:

Read the [Palm Beach County Code of Ethics Ordinance](#) . (Click to open)

AND

Have completed additional training by viewing one of the following:

The Code of Ethics Training Program on the [Intranet/Internet](#). (Click to view)

The Code of Ethics Training Program on [YouTube](#). (Click to view)

The Code of Ethics Training Program on DVD.

A live presentation given on the following date _____.

I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

(Legal Signature)

(Date)

[Click here to submit form automatically to Human Resources](#)
PLEASE DO NOT SUBMIT IF YOU ARE AN ADVISORY BOARD MEMBER

Officials and Employees: Submit signed forms to HR-EthicsTrainingRec@pbcgov.org
Advisory Board Members: Submit signed forms to Appropriate Advisory Board Representative

**PLEASE SUBMIT THIS FORM TO APROPRIATE PARTY AS HIGHLIGHTED ABOVE
PLEASE DO NOT SUBMIT THIS FORM TO THE COMMISSION ON ETHICS**

300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401

PHONE: 561.355-1915 FAX: 561.355-1904

Hotline: 877.766.5920 Website: www.palmbeachcountyethics.com

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL.** Answer "none" or "not applicable" where appropriate. **Please attach a biography or résumé to this form.**

Section I (Department): (Please Print)

Board Name: _____ **Advisory** **Not Advisory**

At Large Appointment **or** District Appointment /District #: _____

Term of Appointment: _____ Years. From: _____ To: _____

Seat Requirement: _____ Seat #: _____

*Reappointment **or** New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

***When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners:** _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: _____
Last First Middle

Occupation/Affiliation: _____
Owner Employee Officer

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: _____

City & State _____ Zip Code: _____

Home Phone: () _____ Business Phone: () _____ **Ext.** _____

Cell Phone: () _____ Fax: () _____

Email Address: _____

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No _____
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-80 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

_____ By watching the training program on the Web, DVD or VHS on _____ 20____
 _____ By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: _____ Printed Name: _____ Date: _____

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:
 {Insert Liaison Name Here}, {Insert Department/Division Here}
 {Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 01/14/2014