



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

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| Subject: ETHICS TRAINING | Policy Number: E-7 | Page Number: 1 of 3 |
| | Originally Adopted: 01/28/2020 | Last Revised Date: 01/28/2020 |

I. PURPOSE

The purpose of this Ethics Training Policy (Policy) is to identify which County of El Dorado (County) positions have been designated by the Board of Supervisors and which commissions and committees within El Dorado County are subject to complete the required ethics training consistent with AB 1234 (Government Code § 53234 et seq.).

II. POLICY

- A. Within one (1) year of appointment and once every two (2) years thereafter, ethics training is required consistent with AB 1234 (Government Code § 53234 et seq.). The section specifically outlines that training cover, “training in general ethics principles and ethics laws relevant to his or her public service” in the areas of:
- a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
 - b. Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
 - c. Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
 - d. Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.”
- B. All County positions designated and approved by the Board of Supervisors as “designated employees” for the County as required to complete a Form 700 for any disclosure category, shall be required to receive ethics training as described by Section II.A. of this Policy..
- a. Bi-annually, the Registrar of Voter submits a list to the Board of Supervisors for approval of designated employees required to complete a Form 700. The Department of Human Resources will use this approved list to ensure each such employee is compliant with AB 1234 training requirements.
- C. Commission and committee members who are subject to the Brown Act and receive salaries, stipends, and/or reimbursements for their expenses related to their service on the commission or committee shall be required to receive ethics training as described by Section II.A. of this



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Policy. The commissions and committees applicable at the time of adoption of this policy include the following:

- a. Agricultural Commission
- b. Assessment Appeals Board/Board of Equalization
- c. Civil Service Commission
- d. Clean Tahoe Program – Board of Directors
- e. Commission on Aging
- f. El Dorado County Child Abuse Prevention Council
- g. El Dorado County Water Agency
- h. Fair Association Board of Directors
- i. Fish and Wildlife Commission
- j. Happy Homestead and Kelsey Cemetery Districts
- k. In-Home Supportive Services Public Authority
- l. Parks and Recreation Commission
- m. Planning Commission
- n. Sierra Nevada Conservancy Board
- o. Veterans Affairs Commission

The Clerk of the Board of Supervisors will advise the Department of Human Resources as new commissions and committees are added and names of such members that meet the mandated definition consistent with law.

III. PROCEDURES

- A. Within the first month of hire or appointment to a commission or committee, designated employees and commission/committee members are required to complete an AB 1234 compliant ethics training course, and once every two (2) years thereafter.
- B. The Department of Human Resources will be the custodian of records for proof of ethics training for:
 - a. Employees – Proof of training shall be provided to the Department of Human Resources, showing the employee's name, completion date, and the entity that provided the training. Training can be documented in the following ways:



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- i. Hard copies delivered to the Department of Human Resources will be date stamped upon arrival in the office and saved in the employee’s personnel file.
 - ii. Soft copies delivered to the Department of Human Resources via email will be date stamped and saved in the employee’s personnel file.
 - iii. Proof of training obtained through a Department of Human Resources vendor will be downloaded by a Department of Human Resources staff member and saved in the employee’s personnel file.
- b. Commission/committee members - Proof of training shall be provided to the Department of Human Resources, showing the member’s name, the completion date, and the entity that provided the training. Training can be documented in the following ways:
- i. Hard copies delivered to the Department of Human Resources will be date stamped upon arrival in the office, scanned, and saved in a designated electronic file. The Department of Human Resources will provide a copy to the Board of Supervisors Office.
 - ii. Soft copies delivered via email will be date stamped, scanned, and saved in a designated electronic file. The Department of Human Resources will provide a copy to the Board of Supervisors Office.
 - iii. Proof of training obtained through a Department of Human Resources vendor will be downloaded by a Department of Human Resources staff member and saved in a designated electronic file. The Department of Human Resources will provide a copy to the Board of Supervisors Office.

IV. REFERENCES

AB 1234 (Government Code § 53234 et seq.)

V. RESPONSIBLE DEPARTMENT

Department of Human Resources

VI. DATES (ADOPTED, REVISED, NEXT REVIEW)

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| Originally Adopted: | 01/28/2020 | | |
| Last Revision: | 01/28/2020 | Next Review: | 01/28/2024 |