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**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 2016-002

**TO:** All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

**FROM:** Rikki Nicole David, SPHR, IPMA-CP, SHRM-SCP *RND*  
Human Resources Director

**SUBJECT:** Ethics Training

**DATE:** January 5, 2016

Effective January 1, 2012, Louisiana RS 42:1170 A(3) requires that each public servant shall receive a minimum of one (1) hour of education and training on the Code of Governmental Ethics on an annual basis throughout the duration of his/her employment. The regulation does not distinguish based on the type of appointment; therefore, this requirement extends to all departmental employees including students, WAE/wage, and unclassified personnel.

**Therefore, all current OLG/DCRT employees must complete the online Ethics training by March 31, 2016.** Supervisors are expected to ensure that any new employees hired after the issuance of this memo similarly complete the course within the first 90 days of their employment with OLG/DCRT.

The required training is available online through the Louisiana Employees Online (LEO) system. Once logged into LEO, employees may register by completing the following:

- Select the *My Training* tab;
- Click on the *Ethics* link underneath the "Frequently Book Courses" heading on the left-hand side of the screen;
- You will be taken to a screen detailing the course information for "LA Code of Governmental Ethics 2016"
- Click on the *Book this Course* button;
- When prompted, "Do you want to book this course?" click *Yes*.
- Click on the *Start Course Now* button.
  - ❖ After completing the course you will be taken to a screen with a certificate acknowledging you have completed the training. Select the "Print Certificate" option and retain for your records.

The LEO system has now been programmed such that employees will **automatically** receive credit for the completed web course; however, in order for this to work, after closing the course itself, please be sure not to exit the main LEO Course page until the window refreshes and the following message appears, “\*\*\*\*CONGRATULATIONS, CREDIT RECEIVED, Run Training Transcript if you wish to verify\*\*\*\*.”

\*Please note it may take up to 24 hours to receive credit on your Training Transcript in some locations. If you do not receive credit after 24 hours and have accurately followed the course exit instructions, then please contact Human Resources for assistance.\*

The Human Resources Division will periodically generate training reports in order to monitor progress and will send reminders, as needed, to Appointing Authorities to ensure their assigned staff members complete the training in accordance with the established deadline above.

Supervisors: Please make this memo available to your employees who may not have email access.

Should you have any questions or need assistance registering/receiving credit for the Ethics course, please contact Jennifer Dyer at (225) 342-0880 or [jdyer@crt.la.gov](mailto:jdyer@crt.la.gov).

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