



## REQUIRED ETHICS TRAINING

(Print a certificate of completion and return it to HR within 90 days of hire.)

The State of Alabama Ethics Commission requires that a Statement of Economic Interests be submitted no later than April 30<sup>th</sup> of each year. An email will be sent in January – March informing employees of the applicable completion requirements.

In addition, all public employees who are required to file a Statement of Economic Interests (SEI) form must be trained on the Ethics Law. The educational review video is 55 minutes in length and may be accessed through the State of Alabama Ethics Commission's website at <http://ethics.alabama.gov/training/intro.aspx>. The law requires that we maintain evidence that the review has been completed by each person who is required to submit an SEI form. If you have not previously done so, please view the training video and print a Certificate of Completion and send a copy to the Office of Human Resources, Founders Hall or send to HR via campus mail or fax 256-216-3311.

Athens State's practice is that ALL employees take the Ethics Training (regardless of position or salary level). It is each new employee's responsibility to complete your individual online Ethics Training within 90 days of your hire date. You must print a Certificate of Completion after you complete your training and return a copy of the certificate to HR in Founders Hall or send to HR via campus mail or fax 256-216-3311.

