



## IMPORTANT NOTICE TO ALL AGCENTER EMPLOYEES

**FACULTY, ASSOCIATES,  
CLASSIFIED, UNCLASSIFIED,  
STUDENT EMPLOYEES,  
TRANSIENT EMPLOYEES,  
GRADUATE ASSISTANTS**

Louisiana State law now requires YOU, and all other government employees, to receive annual training on the LOUISIANA CODE OF GOVERNMENTAL ETHICS

**Those who don't complete the training can be fined and/or have their employment affected.**

Complete the Ethics Commission on-line course for public servants or attend a live training presented by an Ethics Commission staff member. The on-line course and list of live trainings can be found at:

**<http://ethics.la.gov/SeminarRegistration/>**

### FAQ's

**Do student workers, transient/contingent employees and graduate assistants have to complete the training?** YES. ALL employees must complete the training.

**Do NEW employees have to complete the training?** YES – EVERY AgCenter employee – current and future – must complete this training.

**How will completion be tracked?** If you take the course on-line, you can print a certificate to retain in your records. If you attend a live course, you'll be asked to sign in. You don't have to send certificates to your unit office or the AgCenter HRM Office. However, you may be asked in the future to confirm your completion of the course.

**What if I fail to take the course?** You will be in violation of the Ethics Code and can be disciplined by the Ethics Commission by suspension from duty and pay, pay reduction, dismissal, and/or monetary fine.



**Who should I call if I have questions?** Call the HRM Office at 225/578-2258. Additionally, the LSU System's Designee to the Ethics Board with responsibility for answering questions about ethics and conflicts of interest is:

James E. Marchand  
LSU System  
Ph. 225/578-0337  
[jmarch@lsu.edu](mailto:jmarch@lsu.edu)