



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 02/21/2023

**SUBJECT: REVIEW OF ANNUAL EMPLOYEE COMPLIANCE TRAINING
PROGRAM GUIDELINES**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court review the guidelines for the annual Employee Compliance Training (ECT) Program. This request authorizes Human Resources to administer the program based on the established guidelines.

BACKGROUND

On December 14, 2021, the Commissioners Court, through Court Order #137013, approved the adoption of the ECT Program requiring employees to complete an annual series of online trainings to ensure the awareness of workplace rules and expectation for compliance. All Elected Officials, regular full-time, and temporary employees will be assigned training based on job-role.

Human Resources has purchased compliance course content and coordinated with the Criminal District Attorney's Office and Information Technology regarding the vetting, governance, and deployment of training.

Effective October 2022, Human Resources will launch the ECT program and begin assigning compliance training to all existing employees and new hires through the Learning Management System (LMS), in accordance with the attached policy guidelines. Except for new hires and employees returning from leave, annual training deployments will occur every October. New hires will complete required compliance training as part of the onboarding process. Training will be automatically pushed to each employee's LMS - My Learning Page.

FISCAL IMPACT

There is no fiscal impact associated with this item.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Jeanette Johnson Tina Glenn
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