

An HR Manager's Guide to the Updated City Ethics Training Requirements

01.

New hires must attend training within 90 days of their start date

Beginning in January 2024, we will increase the number of monthly trainings offered to build capacity for a minimum of 400 attendees per month in our general ethics training sessions for new employees. If you find that you need more seats, let us know!

New hires should register or be registered *individually* for virtual training at ethics.pub/GETraining. Individual registration is key to tracking attendance!

03.

Starting in 2025, all employees must attend routine ethics training every 5 years

Don't worry, we're not trying to train the entire workforce in one year!

The routine ethics training requirement is broken down into five compliance groups (A through E). This means not everyone needs to attend routine training in 2025.

Any employee who started working for the City in 2020, 2015, 2010, or any other year that ends in a 0 or 5 is in Group A and must attend training during the 2025 calendar year. We will provide more details on routine training later in 2024.

02.

Include a link to the Ethics Manual with your onboarding materials

Within 15 days of their start date, City employees must acknowledge receipt of the ethics rules with a signed acknowledgement. Click [here](#) to view or download our sample acknowledgement form.

The signed form should be maintained in the employee's personnel file.

04.

We want to hear from you!

Interested in self-paced or in-person offerings? Want your department to receive training more frequently or on a specific topic? Let us know! Contact us at BOE.Training@phila.gov.

Looking for more details on these changes? Review Board of Ethics Regulation No. 7 at ethics.pub/Reg7.

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Board of Ethics
CITY OF PHILADELPHIA