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ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

December 19, 2014

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MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: **Committee on Ethics**
K. Michael Conaway, Chairman
Linda T. Sánchez, Ranking Member

SUBJECT: Reminder About 2014 Annual Ethics Training Requirement

This memorandum is a reminder to all offices to encourage staff to complete their 2014 ethics training requirements. It is a violation of House rules for an employee to fail to complete the annual training requirement. *See* House Rule 11, clause 3(a)(6)(B)(ii). Annual ethics training for existing House employees must be completed by ***December 31, 2014***. ***There are no extensions to this deadline, for any reason.*** Sanctions for failing to satisfy annual training requirements may include the publication of noncompliant employees' names, along with the identity of their employing House office, as well as other sanctions the Committee deems appropriate. A summary of these requirements is included below.

New Employees

Each House employee must complete one hour of ethics training each calendar year. "New" House employees (*i.e.*, those who first began employment with the House during 2014) must complete their ethics training within 60 days of commencing House employment. This "new employee" training satisfies the annual ethics requirement for those employees. New employees in Capitol Hill offices are required to attend a live training session; they will not receive credit for completing online training. New employees who work in offices outside of Washington, D.C., have the option of either attending a live ethics training briefing for new employees or watching the online training for new district staff.

The online training for new district office employees is available through the HouseConnect Web site, and is described in more detail below under "Completing Training Online." New district office employees will not receive credit for watching any training sessions other than the training session specifically designated for "New District Staff."

Existing Employees

“Existing” (*i.e.*, not new) House employees must complete their one hour of training before the end of the calendar year. In addition, both new and existing employees who are “senior staff”¹ must complete an additional hour of senior staff training during the 113th Congress (*i.e.*, by January 3, 2015). Each House employee is responsible for knowing whether he or she is considered “senior staff.” Existing House employees may complete both the annual and senior staff² by attending a live training session or training online through HouseConnect, as outlined below.

Annual ethics training for existing House employees must be completed by **December 31, 2014**. ***There are no extensions to this deadline, for any reason.*** Each House employee must also certify to the Ethics Committee by January 31, 2015, that they have completed their annual ethics training. However, as explained below, the proper completion of an online ethics training course, or attendance at a live presentation, makes that certification automatically, without the employee having to take additional action.

ONLINE REGISTRATION & CERTIFICATION PROCESS

For live ethics training

Employees who plan to attend any live training session ***must*** preregister at <https://registerme.house.gov> ***and*** sign in on the attendance form prior to the start of the training. Even if employees preregister, they must sign in and attend the full hour to fulfill their ethics training requirement. Attendees must arrive within five minutes of the start of the training to sign the attendance sheet. **Any late arrivals who miss the sign-in period will not receive credit.** Employees who have signed the attendance sheet and attended the full hour of training will receive e-mail certificates, which they should preserve for their own records. The e-mail certificates are confirmation for employees that they have satisfied the annual training and certification requirement. Any employee who has received this e-mail confirmation statement has made the necessary certification to the Committee that they have completed their ethics training requirement.

A complete schedule of upcoming live ethics training sessions is available on the Ethics Committee Web site, at <http://ethics.house.gov/events>. **The next in-person** general ethics training session will be held on December 29, 2014, at 2:00 p.m. in LHOB-1310.

¹ For 2014, “senior staff” are those employees who are paid at an annual rate of \$120,749 (or a monthly rate of \$10,062.42) or more for at least 60 days during the calendar year. These individuals must also file an annual financial disclosure statement.

² The Committee also generally offers several live training sessions during the year related to the filing of financial disclosure statements and periodic transaction reports that satisfy the senior staff training requirement, but no such live presentations are scheduled for the remainder of 2014.

For online ethics training

Eligible employees who want to complete ethics training online should access the training through the HouseConnect Web site: <https://houseconnect.house.gov>. Employees must complete the entire online training program to receive credit. Employees must use a House computer to access the HouseConnect Web site. Employees who do not have access to a House computer or do not have a House e-mail account should contact the Ethics Committee to make alternate arrangements for completing their training. The following are the only programs that satisfy each of the requirements.

| Type of Training | Program Title |
|------------------------------|--|
| New district office employee | 2014 New District Employee Ethics Training |
| Any existing employee | 2014 General Ethics Training |
| Any senior staff | 2013/2014 Senior Ethics Training |

After completing an online training program, the system will automatically log the employee as “complete.” This information is automatically transmitted to the Ethics Committee. Thus, once the system labels an employee as “complete,” the employee has satisfied the annual training and certification requirement. Employees may check HouseConnect at any time to verify completion of their own annual ethics training requirement. The Ethics Committee does not have access to this information prior to the end of the calendar year and therefore cannot check an employee status for you with regard to online training. A Member or supervisor who wishes to verify that other employees have completed their training requirement can ask that employee to print out the relevant page from the HouseConnect Web site or save a screenshot of that page.

To access your training record in HouseConnect, employees should log in to their own account page in the HouseConnect Web site: <https://houseconnect.house.gov>. On their account page, the entry in the “Complete” column next to the particular training session will read “True” if the session has been completed; if the session has not been completed, the column will read “False.” Employees needing to check whether or not they have completed an online training session can view and print their own screen for verification. Their name appears in the upper right corner of the screen.

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Any questions on these matters should be directed to the Committee’s Office of Advice and Education at (202) 225-7103.