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Letter Regarding Ethics Training

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October 10, 2008

Dear Governors State University Employee:

As university employees, we are required to follow all laws, rules, regulations and policies, including the State Officials and Employees Ethics Act. These laws and rules establish expectations for employee conduct, which include the need to make proper use of state resources and property, and the requirement that we always act with honesty and integrity.

One element of the Ethics Act is a requirement that all university employees participate in ethics training on an annual basis. Thus, your completion of this training is both a legal requirement and a condition of your employment.

Consistent with our practice last year, current employees are expected to complete training using an Internet-based program provided to the University for its administration by the Office of Executive Inspector General for the Agencies of the Illinois Governor ("OEIG"). The attached notice from the OEIG provides specific information regarding training dates, training requirements, and login instructions.

The self-administered, interactive training takes approximately one hour to complete and consists of a series of lessons and a requirement that you certify that you have carefully read and understand all of the course's subject matter and your related obligations.

You should complete training during your regular work hours or as directed by your supervisor. Please be advised that overtime pay will not be provided if you choose, on your own, to access this training outside of your normal work hours. Furthermore, you should be aware that the training Web site may be unavailable from 5:00 p.m. to 11:00 p.m. (Central Time) on the last Thursday of the month, which is time that is reserved for potential system maintenance activities.

If you do not have access to a computer and the Internet, or if you need other assistance in completing this training, please contact the Governors State University Ethics Training Administrator, Tony Tymkow, at 708-534-4108. If you encounter problems accessing the training, such as difficulties with your Login ID or the operation of your computer, it is your responsibility to contact the Governors State University Helpdesk at 708-534-4357, in order to resolve the matter. Helpdesk hours of operation are 8 A.M. to 10:30 P.M.

Finally, if at any time you have questions about an ethics issue related to your state employment, you should contact Alexis Kennedy, who is the Ethics Officer for Governors State University. Alexis can be reached at 708-534-7096 or a-kennedy@govst.edu.

Thank you for your cooperation and for your continued efforts on behalf of the State of Illinois.

Sincerely,



Elaine P. Maimon,
President