

POLICY MANUAL	Date Adopted: March 28, 2007
Classification: COVERED OFFICIALS	Date Last Amended: 08/26/2026
Subject: Ethics, Sexual Harassment Prevention, and Fiscal & Financial Training	Approved By: 

I. Purpose:

The purpose of this Fresno Metropolitan Flood Control District (“District”) Policy is to ensure uniform guidelines for all Board of Directors (Directors), Executive Staff, department heads and similar administrative officers (hereto referred to as Covered Officials) to fully comply with California mandatory training requirements for Ethics, Sexual Harassment Prevention, and Fiscal & Financial topics.

II. Policy:

A. Ethics Training:

All Covered Officials of the District who receive any type of compensation, salary, stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties shall receive two (2) hours of training in general ethics principles and ethics laws relevant to public service within six (6) months of hire, promotion, or appointment to the Board of Directors and at least once every two (2) years thereafter, pursuant to Government Code §53234 *et seq.* (AB 1234, as amended by SB 827).

1. This Policy shall also apply to all staff members that the Board of Directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.
2. All Ethics Training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.
3. Covered Officials shall obtain proof of participation after completing the Ethics Training.
4. District staff shall maintain records indicating both the dates that Covered Officials completed the Ethics Training and the name of the entity that provided the training. These records shall be maintained for at least five (5) years after Covered Officials receive the training, and are public records subject to disclosure under the California Public Records Act.

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5. The District will post instructions and contact information on its website for the public to request Ethics Training records.
6. Ethics Training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.
7. Any Covered Official, who receives Ethics Training in compliance with Government Code §53234 for service on another public agency board, may submit documentation of that training as compliance with this requirement.

B. Sexual Harassment Prevention Training:

All Covered Officials of the District shall receive two (2) hours of interactive sexual harassment prevention training within six (6) months of hire, promotion, or appointment to the Board of Directors and at least once every two (2) years thereafter, pursuant to Government Code § 12950.1, 53237 *et seq.* (AB 1825).

1. This Policy shall also apply to all staff members that the Board of Directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.
2. All Sexual Harassment Prevention Training shall be provided by a “qualified trainer” as defined by Government Code §12950.1.
3. Covered Officials shall obtain proof of participation after completing the Sexual Harassment Prevention Training.
4. District staff shall maintain records indicating both the dates that Covered Officials completed the Sexual Harassment Prevention Training and the name of the entity that provided the training. These records shall be maintained for at least five (5) years after Covered Officials receive the training, and are public records subject to disclosure under the California Public Records Act.
5. Any Covered Official who receives Sexual Harassment Prevention Training in compliance with Government Code §12950.1 for service on another public agency board may submit documentation of that training as compliance with this requirement.

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C. Fiscal & Financial Training:

All Covered Officials of the District, including any elected member, any official who is appointed by the Board who, as part of their official duties, makes decisions or recommendations regarding financial administration, budgeting, or the use of public resources, any District executive (as defined in subdivision (d) of Section 3511.1), or other similar administrative officer of the District, and any employee designated by the Board shall receive two (2) hours of Fiscal & Financial Training. Covered Officials in service before January 1, 2026 must complete Fiscal & Financial Training before January 1, 2028 (unless service terms ends before January 9, 2028), then every two (2) years. Covered Officials commencing service on or after January 1, 2026 must complete Fiscal & Financial Training within six (6) months of hire, promotion, or appointment to the Board of Directors and at least once every two (2) years thereafter, pursuant to Government Code § 53238 *et seq.* (SB 827).

1. This Policy shall also apply to all staff members that the Board of Directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.
2. All Fiscal & Financial Training shall be provided by training courses, or sets of self-study materials with tests, that may be taken in person or online. These courses and materials shall be developed in consultation with widely recognized experts in local government finance pursuant to Government Code §53238.1.
3. Covered Officials shall obtain proof of participation after completing the Fiscal & Financial Training.
4. District staff shall maintain records indicating both the dates that Covered Officials completed the Fiscal & Financial Training and the name of the entity that provided the training. These records shall be maintained for at least five (5) years after Covered Officials receive the training, and are public records subject to disclosure under the California Public Records Act.
5. The District will post instructions and contact information on its website for the public to request Fiscal & Financial Training records.

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6. Any Covered Official who receives Fiscal & Financial Training in compliance with Government Code §53238.1 for service on another public agency board may submit documentation of that training as compliance with this requirement.