



November 1, 2023

RE: 2023 Annual Ethics Act Training Program

Dear Colleagues:

Operating with honesty and integrity are foundational to our work at Chicago State University. I appreciate your commitment to and support in maintaining an ethical workplace. In order to make sure that we all understand the expectations of ethical behavior for State employees, the State of Illinois requires, pursuant to the State Officials and Employees Ethics Act (the "Ethics Act"), that each of us participate in the annual Ethics Act Training program.

All current Chicago State University employees are expected to complete the Ethics Act Training on an annual, calendar-year basis using a training program approved by the Office of Executive Inspector General for the Agencies of the Illinois Governor (OEIG). Chicago State University will conduct the 2023 Ethics Act Training for all full-time, part-time, student and temporary employees (including employees on sabbatical) **November 1, 2023 through November 30, 2023, 11:59 P.M. Notice has been sent to all University employees and the training module is now open and accessible via Moodle.** You are strongly encouraged to complete the Ethics Act Training early during the stated training period. Failure to complete it during the training period may result in disciplinary action.

It is important to note that the 2023 Ethics Act Training program includes the annual Ethics training and the annual Harassment and Discrimination training in one, on-line program. The self-administered, interactive training will take approximately one and a half to two hours to complete. It can be completed during regular work hours or as directed by your supervisor. You will need to simply sign into Moodle with your University user name and your ITD-issued password. Upon completion of the training program, you will receive a Certificate of Achievement for your own records. Please be aware that the online course may be monitored.

If you do not have access to a computer or experience difficulty understanding the training material, please contact the Ethics Training Administrator at 773-995-3519. If you encounter technical problems, including difficulty logging into Moodle, it is your responsibility to contact the ITD Helpdesk at 773-995-3963 to resolve the matter. Individuals who, because of a disability, may need a reasonable accommodation to complete the training should contact Human Resources as soon as possible at 773-995-2040.

If you have questions regarding an ethical issue as it relates to your State employment, please contact Robin Hawkins, Ethics Officer at 773-995-2462 or ethicsoffice@csu.edu. If you have questions regarding harassment or discrimination, please contact, General Counsel Jason Carter, TIX Officer at JCarte40@csu.edu.

Thank you for your cooperation and continued efforts on behalf of Chicago State University.

Sincerely,

Zaldwaynaka Scott, J.D.
President