Management Reporting help document

Required Learning – Ethics
This report provides a departmental summary of employee compliance to the City's policy to attend Ethics training or a suitable equivalent every 3 years. Department Heads are responsible for ensuring that all of their employees attend mandated training.

Potential Uses
Potential uses for this report include but are not limited to:
- Review and track compliance for your department
- Identify employees within your department that have not yet completed Ethics training in the past 3 years

About the Information
This report includes all 'Active' (Full, Seasonal and Temporary) employees. Although contractors and intern employee names may not appear on the report, they are required to attend training.

The Activity Status will be listed as *Completed, Enrolled*, or *Outstanding*.

> Completed – Attended a citywide or department-specific Ethics training or equivalent in the last 3 years
> Enrolled – Currently enrolled in a citywide or department-specific Ethics training
> Outstanding – Due to attend in the current year or overdue

This report does not include Suspended, Leave of Absence and Leave with Pay employees.

To download and sort the results, click on the Microsoft Excel icon on the Results bar.