



TOWN OF MIDDLEBOROUGH

Town Clerk's Office

Bank Building, 20 Centre Street

Middleborough, Massachusetts 02346-2250

508-946-2415 phone

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Allison J. Ferreira
Town Clerk

To: All Municipal Employees
From: Allison Ferreira, Town Clerk
Re: *Mandatory Education and Training Requirements -
Summary of Conflict of Interest Law and Online Training*

Chapter 28 of the Acts of 2009, the Ethics Reform Law, imposes mandatory education and training requirements on public employers and public employees. The law authorizes the State Ethics Commission to establish procedures to implement and ensure compliance with these requirements which can be summarized as follows: **Each year**, every state, county, and municipal employee must be given a **Summary of the Conflict of Interest Law** prepared by the State Ethics Commission and, **every two years**, they must complete an **Online Training Program** prepared by the State Ethics Commission. These requirements apply to all public employees, as defined by the conflict of interest law.

SUMMARY OF CONFLICT OF INTEREST LAW

I have attached the **Summary of the Conflict of Interest Law for Municipal Employees**. Please distribute the summary to each employee within your department, board, committee or commission and return either the attached **Group Acknowledgment Receipt Form signed and dated** by each employee in your department, board committee or commission; **OR** have each individual employee sign and date the attached **Individual Acknowledgment Receipt Form**.

*The School Department must provide the Town Clerk with an acknowledgment of receipt **within ten (10) business days of receipt of the summary** on all employees.

ONLINE TRAINING

All state, county, and municipal employees must complete the **Online Training Program** on the State Ethics Commission's website by **April 2, 2012**, or, if hired after that date, within 30 days of becoming a public employee, and then **once every two years afterwards** and provide a **Certificate of Completion** within the period of ninety (90) days before, or ninety (90) days after, the two (2) year anniversary date of their last online training completion date. The **Online Training Program** is available on the State Ethics Commission's website www.mass.gov/ethics, **Education & Training Resources, Online Training Program** or type in the link: http://db.state.ma.us/ethics/quiz_MEthics/index.asp

*Each employee must **print out a Certificate of Completion** and provide a copy to the Superintendent's Office who will submit to the Town Clerk's Office as required by law.

Please note while the State Ethics Commission encourages attendance at the Commission's seminars, such attendance is not a substitute for participating in the required online training and does not fulfill the online training requirement.

Should you have any questions or concerns, please do not hesitate to contact the Town Clerk's Office at (508) 946-2415.