



TOWN OF NORTON

Office of the Town Clerk

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CONFLICT OF INTEREST

Mandatory Requirements - Summaries & Online Training

On July 1, 2009, Governor Patrick signed into law Chapter 28 of the Acts of 2009 which made important changes to the state's conflict of interest law and the State Ethics Commission's enabling act. Among those changes are new **mandatory education and training requirements** for public employees at all levels of government. Under the State conflict of interest law, the term "employee" includes full and part-time municipal employees as well as elected officials, committee and board appointees, as well as seasonal employees and/or volunteers.

- **Summary of the Conflict of Interest Law for Municipal Employees**

By April 2, 2010, and on an annual basis thereafter, all "employees" must be provided with this summary of the conflict of interest law. Every "employee" is required to sign a written acknowledgment that he/she has been provided with the summary.

- **Online Training Program**

By April 2, 2010, and every 2 years thereafter, all "employees" must complete this training **within 30 days of beginning public service**, and every 2 years thereafter. Upon completing the program, "employees" should print out the completion certificate and keep a copy for themselves as well as are required to provide a copy of the completion certificate to the Town Clerk.

www.mass.gov/ethics - Under Education & Training Resources

When multiple users attempt to complete the current training program using the same computer they may experience a problem accessing the beginning of the program. The user will need to open their internet browser, click on "Tools", then "Internet Options", select "Delete Cookies", then click "OK". The user will be able to click back on the Online Training module on the Commission's website and start at the beginning.

After you have completed the Online Training, Print out the "State Ethics Commission Receipt" and Return it to the Town Clerks Office

Based on your signed acknowledgement of receipt & online training requirements your **30 day deadline** to complete & return your certification to the Town Clerks Office is:

Date: _____