



TOWN OF NORTON

Office of the Town Clerk

70 East Main Street, Norton, MA 02766

Telephone (508) 285-0230

Fax (508) 285-0297

Email: townclerksoffice@nortonma.us

CONFLICT OF INTEREST Mandatory Requirements - Summaries & Online Training

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, seasonal employees and/or volunteers.

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

On an annual basis, specifically every fall, all “employees” must be provided with the 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. This is generally done via email with multiple options on how to acknowledge receipt in the body of the email. ****Receiving the email alone does not satisfy the requirement; you must acknowledge receipt so this is on file at the town clerks office.****

- **Online Training Program**

New “employees” must complete the training **within 30 days of beginning public service** and every 2 years, thereafter. ****Completing the online course alone does not satisfy the requirement; you must submit the training completion certificate with the Town Clerks office.****

The online training is a video with 8 sections with questions at the end of each section as well as a 10 question assessment at the end. It takes about 45 minutes to complete and requires audio on your computer (see back for additional computer tips). You should select Municipal Employee for the Assessment Section and Print Certificate (not course credit) for the final step. Be sure that your name appears on the certificate as it would be on file in our office as well as include the name of your Committee(s) or Boards (see back for additional information on this).

The link to access the program for municipal employees is:

www.muniprogram.state.ma.us

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.

**After you have completed the Online Training, Print out the
“Certificate of Completion” 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: _____

ETHICS ONLINE TRAINING INFORMATION AND TIPS

TRAINING CERTIFICATE TIPS

Before printing your training certificate you are asked to complete several fields. This information is very important to ensure that you receive the credit for completing the course.

- Name: be sure to input your name as we would have it on file in our office
- Name of District: Town Of Norton
- Committee/ Board or employee:
 - Name of Committee or Board – include names of ALL boards you are appointed/elected
 - Employees—insert the name of the Department
- Title: this will appear under your name. It can be left blank or employees can input their position title

Employees are advised to retain a copy of their completion certificate for their own records.

Employees MUST provide evidence that they have completed the program by submitting a copy of the completion certificate to the Town Clerk. You have NOT fulfilled the online training requirement until it is on file in our office. You can submit this in one of the following ways:

- email: townclerksoffice@nortonmaus.com
- fax: 508-285-0297
- interoffice/mail: 70 East Main Street, Norton MA 02766

COMPUTER REQUIREMENTS / TIPS

- The programs were designed to work with the Internet Explorer web browser. While the programs will work with other browsers, such as Firefox, Safari or Google Chrome, some features may not work or display correctly.
- The programs are optimized to run on Internet Explorer at 100% view. To adjust your view settings, go to the toolbar at the upper left-hand side of the browser page, select “View” and then select “Zoom” from the drop-down menu and select 100%.
- Pop-up blockers should be disabled. Follow the instructions at the beginning of the program to disable pop-up blockers on your computer.
- The programs include audio and video components. If headphones are available to you, you may wish to wear them while completing the training to minimize office noise and distraction.
- The “Options” and “Help” menus appear on every page throughout the training and provide access to helpful resources, such as accessibility information, the programs’ scripts and a glossary of terms. They are located near the top right of the online training program screen.
- If the video does not play on your computer, please verify that you have the Adobe Flash Player plug-in (version 10 or higher) downloaded to your computer. Please refer to the System Requirements document by clicking the “Help” menu tab, then clicking “System Requirements” located near the top right of the online training program screen.
- If at any time during the program your browser has trouble loading a page, use your refresh button. If you have to restart the program, use the table of contents on the left-hand column of the page and click on the “Lesson” to return to your place.
- If you have difficulty following the audio portions of the program, you can click the “Script” menu tab, located next to the “Contents” menu tab, on the left column of the program screen. In addition, you may view and print the entire course script by clicking the “Options” menu tab and then clicking “View Script.”