

TO: All Staff  
FROM: Suzan B. Cullen, Assistant Superintendent of Schools  
DATE: March 16, 2010  
RE: State Ethics Law – **Mandated Training**

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On July 1, 2009 the Governor signed into law Chapter 28 of the Acts of 2009, An Act to Improve the Laws relating to Campaign Finance, Ethics and Lobbying. The Bill's changes to the Conflict of Interest Law statute under G.L. c. 268A, took effect on September 29, 2009. These changes require two very important mandates for Municipal Employees.

**The 1<sup>st</sup> mandate – Distribution and acknowledgement of the summary of the law**

The first mandate is that each employee (with few exceptions) receive a copy of the summary of the conflict of interest law and acknowledge receipt on an annual basis. As you are aware, each of you have received from your Principal/Department Head a copy of the summary of the Conflict of Interest law and signed a form certifying that you have received it. These forms were forwarded to the Town Clerk's office on your behalf. If for some reason, you have not forwarded your certification, please do so directly to the Town Clerk's office as the compliance for both of these mandates rests with you as the employee. The summary and acknowledgement form may be obtained on the Human Resources website under policies at [www.naschools.net](http://www.naschools.net).

**The 2<sup>nd</sup> mandate - Employees must complete an on-line training program by April 2, 2010.**

The second mandate requires that all employees complete an on-line training program that is currently on the Ethics Commission's website by **April 2, 2010**. For employees hired after this date, this must be accomplished within 30 days of hire and will be required once every two years after that. After you complete the program, you are to forward your certification to your Principal/Department Head who will send it along to the Town Clerk's office in Town Hall.

Below are the instructions to complete this requirement:

1. The training is to be done using a computer either at home or at work.
2. Be sure that the computer is connected to a printer and has Internet access so that you can print out the completion verification notice at the end.
3. Go to the website [http://db.state.ma.us/ethics/quiz\\_MEthics/index.asp](http://db.state.ma.us/ethics/quiz_MEthics/index.asp)
4. Follow the directions on the website.
5. Be sure to print the verification form when you finish the program
6. Send a copy of the verification form to your Principal/Department Head who will then forward to the Town Clerk's Office in town hall, as he is the official "keeper of the records" for this mandate.

The School Department will allow those employees who have access to a computer at their workstation to complete the on-line training during work hours. This training will take 15-20 minutes to complete a set of 25 questions. If you do not have access to a computer, please contact your Principal/Department Head who will attempt to schedule a date/time for you to either access a computer or participate in a group training.

**Please be advised that the penalty for not complying with the mandate rests with you as the employee and as such you are responsible for ensuring that you participate and receive a certification of completion.**

If you have any questions regarding this mandate you may contact Mark Fisher, Town Administrator as the appointed liaison to the Ethics Commission at 508-699-0100 or Max Gould, Town Clerk at 508-699-0142.