

Dear Municipal Employee:

On July 1, 2009 Governor Patrick signed into law Chapter 28 of the Acts of 2009 (the “Bill”) making changes to the state’s conflict of interest law and the State Ethics Commission’s enabling act. On September 29, 2009 portions of the Bill that relate to the conflict of interest law went into effect.

Each municipal employee and unpaid elected or appointed town official is required to sign a written acknowledgement that he/she has been provided with a summary of the bill and such written acknowledgement must be filed with the town clerk. (See attached.)

The Bill also adds a new Section 28 to the conflict of interest law, which provides that every “**municipal employee shall, within 30 days after becoming such an employee, and every 2 years thereafter, complete the online training program.** Upon completion of the online training program, the employee shall provide notice of such completion to be retained for 6 years” by the city/town clerk.

The Commission currently has on its website (www.mass.gov/ethics) an online training program, which, until such time as it is revised, should be the program used by municipal employees to comply with this training requirement. Upon completion of the program, employees should print out the completion certificate, keep a copy themselves and provide a copy to the city or town clerk.

Municipal employees should complete the online training program provided on the Commission’s website on or before December 28, 2009, and every 2 years thereafter. Municipal employees hired after December 28, 2009, should complete the online training program within 30 days of the date on which they commence employment, and every 2 years thereafter. The test takes about 20 minutes and I found it to be easy to understand and very helpful. If you get a wrong answer they send you back to the question until you get the correct one.

Thank you for your attention to this matter.

Sincerely,

Tara J. Whiting
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