

## **Notice to All Municipal Employees**

The following is important information from the State Ethics Commission on the conflict of interest law education and training requirements for municipal employees. You are a municipal employee required to acknowledge receipt of the summary of the law and complete the online training program for municipal employees if any of the following is true:

- You hold any elected office, whether paid or unpaid
- You hold any appointed position, including membership on a board or committee, whether paid or unpaid
- You hold a part-time, seasonal or intermittent position
- You hold an elected or appointed position with an independent municipal agency or district, such as a municipal utility or fire district, or a regional municipal district, such as a regional utility or school district.

If you are unsure about whether these requirements apply to you, please contact your employer or the State Ethics Commission. Please **DO NOT** send your acknowledgment of receipt or your online training completion certificate to the State Ethics Commission.

### **I. Summary of the conflict of interest law for municipal employees**

Your municipal employer will provide you with the summary of the law. You are required to return to your employer an acknowledgment that you received the summary, which your employer will maintain on file. The last page of the summary has an acknowledgment form for you to use. In the alternative, your employer may ask that you acknowledge receipt of the summary by replying to an email or by completing an online form. Please follow the instructions provided by your employer.

### **II. Conflict of interest law online training program for municipal employees**

Your employer will direct you to complete an online training program on the conflict of interest law. Please follow your employer's instructions on how to access the training program. If you are directed to the program on the Ethics Commission website, you may access it at: [www.muniprogram.state.ma.us](http://www.muniprogram.state.ma.us). Before you begin the program, please note the following in order to ensure your ability to obtain an acceptable completion certificate to provide to your employer:

- **Do not use the Google Chrome web browser;** Use Internet Explorer, Firefox or Safari. **Do not use a mobile device, such as a smartphone or tablet, to complete the training program.**
- **Turn off the pop-up blocker in your web browser.** You will not be able to print a completion certificate at the end of the program if you do not first disable the pop-

up blocker. If you are able to proceed through the entire program but your completion certificate does not include your name, position and municipality, you can temporarily disable the pop-up blocker by holding down the "Ctrl" key on your keyboard, and then click the "View Certificate" button on the program.

- **If you will need to print a completion certificate, make sure your computer is connected to a printer.**
- **If your employer asks you to send your certificate electronically, you can save the certificate electronically by converting it to a .PDF file.** You may also take a screen shot of the certificate, or scan a printed copy and save it to your desktop to email to your employer. Contact your employer if you need assistance. **The Ethics Commission does not maintain any record that you completed the program.**
- **Do not click the Course Credit button instead of the Print Certificate button unless you have been directed to do so by your employer.** The Course Credit button is only to be used in connection with learning management systems.

If you are directed to an alternative site to access the training program, such as the municipality's website or a learning management application site, please follow the instructions provided by your employer.

**Notice for charter school employees only:** Charter school employees are state employees for the purposes of the conflict of interest law. Charter school employees should complete the [state/county online training program](#) and acknowledge receipt of the [summary of the conflict of interest law for state employees](#).

Thank you for your attention to this important matter.

Sincerely,  
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State Ethics Commission  
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