

**TOWN OF NORTH ATTLEBOROUGH and
NORTH ATTLEBOROUGH PULIC SCHOOLS
NOTICE TO MUNICIPAL EMPLOYEES
REGARDING
STATE ETHICS COMMISSION MANDATES**

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 1st mandate – Annual Distribution and acknowledgement of the summary of the law.

The first mandate is that each employee must receive a copy of the summary of the conflict of interest law and acknowledge receipt on an annual basis. Town employees will receive this at the beginning of every calendar year. For School Department employees this will be distributed in **September** with the information package received at the beginning of every school year. You are required to forward the acknowledgement to your Principal/Department Head who will send it along to the Town Clerks Office.

The summary and acknowledgement form will be distributed by your Principal/Department Head and also may be obtained from the Human Resources Department or website under the Policies section.

The 2nd mandate - Requires that all employees complete an on-line training program that is currently on the Ethics Commission's website.

For new employees hired 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 sent it to the Town Clerk's office in Town Hall.

Employees who have access to a computer may complete the on-line training during work hours. This training may take up to 30 minutes to complete. 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.

Below are the instructions to complete this requirement:

1. The training is to be done using a computer either at work or at home. If you are unable to access a computer, please speak to your Principal/Department Head.
2. Be sure that the computer is connected to a printer and has internet access so that you can print out the completion certificate at the end.
3. Go to the website <https://www.mass.gov/how-to/complete-the-online-training-program-for-municipal-employees> and follow the directions on the website.
4. Print out a copy of the certification form when you finish the program.
5. Send a copy of the verification form to the Human Resources Department and they will **forward** it to the Town Clerk's Office in Town Hall as they are the official "keeper of the records" for this mandate.

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.

**Summary of the Conflict of Interest Law
for Town of North Attleborough and
North Attleborough Public Schools Employees**

ACKNOWLEDGMENT OF RECEIPT

I, _____, an employee for the

(PLEASE PRINT – First and Last Name)

Town of North Attleborough/North Attleborough Public Schools hereby acknowledge that I received a copy of the summary of the conflict of interest law for Municipal Employees, revised November 14, 2016.

Signature

Date

*All new hires will be provided with the summary and the **acknowledgement of receipt form** that will be forwarded to the Clerk's Office from Human Resources.*

*All municipal employees should complete the **acknowledgment of receipt form** annually with the distribution and return it to:*

**Office of the Town Clerk
43 South Washington Street
North Attleboro, MA 02760.**

Alternatively, Municipal employees may send an e-mail acknowledging receipt of the summary to the Town Clerk at naclerk@nattleboro.com.

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