



Office of the Town Clerk

TOWN HALL • 19 WASHINGTON STREET • SHERBORN MA 01770
508-651-7853 • FAX 508-651-0407 • Carole.Marple@sherbornma.org

TO: All Sherborn Municipal Employees

Conflict of Interest Law: On-line Training Program ~

On a biennial basis, all municipal employees must complete an on-line training program or attend a group session at Town Hall. At the end of the training program your computer will prompt you to print the required training certificate and send it to the Clerk's Office. If you attend a group session, you will need to sign in and out to certify your presence. Group training sessions will be posted on the Town Calendar after the first of the year.

In December 2012, the State Ethics Commission released the new training program for municipal employees; it is actually relevant to employees of municipalities rather than the state. The link to access this program is www.muniprogram.eth.state.ma.us. The program may also be accessed through the Ethics website www.mass.gov/ethics. Further specific directions may be found on the Town Clerk's web page (sherbornma.org, then under *Town Departments* choose *Town Clerk*) under Ethics Municipal Program instructions.

Conflict of Interest Law: Summary ~

On an annual basis, all current municipal employees must be provided with notice of the Summary of the Conflict of Interest Law for Municipal Employees. Every municipal employee is required to sign or email a written acknowledgment to the Town Clerk that he/she has been provided with the summary notice. The summary may be found online (mass.gov/ethics) or you may pick up a hard copy in the Town Clerk's Office.

I hereby acknowledge receipt of the summary of the Conflict of Interest Law for municipal employees, as posted on the State Ethics Commission web site.

NAME (Please print) _____

SIGNATURE _____ **DATE** _____

DEPARTMENT/BOARD/COMMITTEE/POSITION _____

Please return this form promptly to the Town Clerk's Office.

Thank you for your attention to the requirements of this state law.

Carole B. Marple, Sherborn Town Clerk

A public employee generally is any elected or appointed state, county or municipal employee, whether serving full-time or part-time, and whether paid or unpaid. The conflict of interest law defines a public employee as any person performing services for or holding an office, position, employment or membership in a state, county or municipal agency, whether by election, appointment, contract of hire or engagement, whether serving with or without compensation, on a full, regular, part-time, intermittent, or consultant basis.