



# WESTPORT COMMUNITY SCHOOLS

## Office of Human Resources

### Massachusetts Ethics Law Acknowledgement Form

On September 28, 2009, changes to the Massachusetts Ethics Law (MGL 268A) went into effect that include two new requirements that are listed below. Please review the requirements including deadlines and the new ethics law summary attached. *Return this acknowledgement receipt and the training certificate when completed to the Westport Community Schools Human Resource Office.*

On an annual basis, all current municipal employees must be provided with this summary of the conflict of interest law. New municipal employees should be provided with the summary within 30 days of the date on which they commence employment, and on an annual basis thereafter. Every municipal employee is required to sign a written acknowledgment that he has been provided with the summary. The definition of Municipal Employee includes committee and board members, elected or appointed. Municipal employees are required to sign a written acknowledgment that s/he has been provided with the summary.

By April 2, 2010 and every two years thereafter, all current municipal employees must complete the online training. Public employees hired after April 2, 2010 must complete this training within 30 days of beginning public service, and every two years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. *Employees will be required to provide a copy of that completion certificate to the Human Resource Office.*

Online training link: <http://www.mass.gov/ethics/new-online-programs-available-december2012.html>

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**Regulations require each employee to return the acknowledgment receipt within 10 days of the receipt of the summary to Human Resources. Thank you for your cooperation.**

Print Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**I hereby acknowledge receipt of the Massachusetts General Law chapter 268A, The Conflict of Interest Law as Amended by c.20, Acts of 2009, as posted on the State Ethics Commission web site:**  
[www.mass.gov/ethics](http://www.mass.gov/ethics)\*

I received the new amended Conflict of Interest Law

I did not receive the amended Conflict of Interest Law

**I understand that if I am a permanent full-time or part-time employee that I need to take the online training program every 2 years.\***

I understand that I need to take the on-line test.

I do not understand whether I need to take the on-line test

The on-line test is not applicable to my position.

I do not need to take the online test; I have completed it in the last two years.