

TOWN OF LINCOLN

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Town Clerk
Valerie Fox

To: New Employees
Fr: Valerie Fox, Town Clerk
Re: Conflict of Interest law requirements

The Massachusetts Conflict of Interest law, MGL Chapter 268A, imposes mandatory education and training requirements for all municipal employees. The law defines “municipal employees” broadly, and includes full, part-time, and intermittent workers, volunteers, elected and appointed officials, and some contractors. It is administered by the State Ethics Commission in conjunction with the local Town Clerk’s Office.

The law obliges our office to provide you with a **Summary of the Conflict-of-Interest Law for Municipal Employees** within thirty (30) days of your employment. You in turn are obliged to acknowledge receipt of this Summary within ten (10) business days of this notice. Provision of the Summary and the filing of its acknowledgement are intended to occur annually thereafter. A paper copy of the Summary and acknowledgement form is provided herewith, but can also be found for future reference at <http://www.mass.gov/ethics/summaries-of-the-law-in-english-spanish-portuguese.html>

You are also obliged to complete an **Online Training Program**, available at this link, <https://massethicstraining.skillburst.com> within thirty (30) days of your employment and every two (2) years thereafter.

- You will be prompted to enter your name, email address, and select *Lincoln* as your agency/organization.
- You will receive an email and you will create a login.
- Upon logging in for the first time, you will see that you will have two courses assigned to you, the *conflict-of-interest training*, and the *code of ethics* for municipal employees. Please complete both.

There is no need to print out your certificate of completion or acknowledgment. They will be uploaded to the portal and saved in our database. You will get reminder messages, letting you know when you need to complete the assignments again in the future.

If you have already met the above requirements in conjunction with other town service, you need not perform your opening round obligations again at this time. If you are uncertain, please check with our office.

Please feel free to contact the Town Clerk with any questions. Thank you in advance for your cooperation.