

TOWN OF LINCOLN

LINCOLN TOWN HALL
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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, <http://www.mass.gov/ethics/conflict-of-interest-law-online-training-programs.html> within thirty (30) days of your employment and every two (2) years thereafter. Please review the computer instructions before clicking on the **Municipal Employee Online Training Program** link at the foot of the page. Upon completion of the program it will generate a Certificate of Completion that is to be filed with the Town Clerk. The certificate can be scanned and transmitted to the email address above, or printed out and mailed or delivered to the Town Clerk’s office at 16 Lincoln Road.

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.