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Chapter 28 of the Acts of 2009, the Ethics Reform Law, imposes mandatory education and training requirements on public employers and public employees. The law authorizes the Commission to establish procedures to implement and ensure compliance with these requirements, and these implementation procedures are issued pursuant to that authority.

The requirements can be summarized as follows: Each year, every state, county, and municipal employee must be given a summary of the conflict of interest law prepared by the Ethics Commission and, every two years, they must complete an online training program prepared by the Commission. Every municipality must designate a liaison to the Commission. All records of compliance with these requirements must be retained for 6 years. These requirements apply to all public employees, as defined by the conflict of interest law and described below, except to the extent that an employing public agency exempts certain categories of employees from these requirements in accordance with the guidelines set forth below (see section 2). These requirements also apply to regional public entities, as discussed below in section 6. Former public employees are not subject to these requirements.

Every 2 years, all current state, county and municipal employees must complete online training. New public employees must complete this training within 30 days of beginning public service, and every 2 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 the completion certificate to the Town or City Clerk (municipal employees), their employing agency (appointed state and county employees), or to the Ethics Commission (elected state and county employees).

To access the on-line training go to: <http://www.muniprog.eth.state.ma.us/>

Once you have completed the training, please print out your certificate, this is your only record of completion. Keep a copy for your records and forward a copy to the Town Clerk.

Thank you and if you have any questions, please contact the Town Clerk's Office.