



## TOWN OF EASTON

Office of the Town Clerk

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**30 day deadline** to complete &  
return your certification is:

Date: \_\_\_\_\_

Please return all compliance  
documents to the Town Clerk

## Mandatory Education & Training Requirements State Ethics Conflict of Interest Laws

Chapter 28 of the Acts of 2009, the ethics reform law, imposes mandatory education and training requirements on public employers and public employees. Under the law the term “employee” includes full and part-time municipal employees as well as elected officials, committee and board appointees. For more information on Ethics you may visit Commission’s website, [www.mass.gov/ethics](http://www.mass.gov/ethics)

The requirements can be summarized as follows:

### **Upon Hiring / Appointment / Re-Appointment**

Upon hiring, election, appointment or re-appointment every public “employee” must be provided with a summary of the law within 30 days of becoming such who must then acknowledge receipt within ten (10) business days of receipt of the summary. Within 30 days thereafter every public “employee” must have on file with the Town Clerk proof of completion the online training course with valid expiration date.

### **Annual Distribution & Acknowledgement**

On an annual basis, specifically every fall, all “employees” will be provided with a copy of the summary of the conflict of interest law via email. Every “employee” is required to acknowledge receipt of the summary. Hard copies are provided to those who do not have an email on file.

**\*\*Receiving the email alone does not satisfy the requirement - you must acknowledge receipt\*\***

### **Online Training Program & Certificate of Completion**

All “employees” need to complete the State Ethics Conflict of Interest Law online training program within thirty (30) days of employment and then again every two years upon expiration. Employees are advised to retain a copy of their completion certificate for their own records.

The link to access the program for municipal employees is:

[www.muniprogram.state.ma.us](http://www.muniprogram.state.ma.us)

The online training is a video takes about 45 minutes to complete, containing 8 sections and a 10 question assessment at the end. The back page provides additional computer tips to ensure your name is printed on the certificate as required.

Computer tips: Use Internet Explorer, Turn off Pop Up Blockers and have Audio available  
Final Step: Select Print Certificate (not course credit)

**\*\*Completing the online course alone does not satisfy the requirement - you must print the  
“Certificate of Completion” (with your computer generated name on it)  
to be placed on file with the Town Clerks office \*\***

## **ETHICS ONLINE TRAINING COMPUTER REQUIREMENTS / TIPS**

- The programs were designed to work with the Internet Explorer web browser. While the programs will work with other browsers, such as Firefox, Safari or Google Chrome, some features may not work or display correctly.
- The programs are optimized to run on Internet Explorer at 100% view. To adjust your view settings, go to the toolbar at the upper left-hand side of the browser page, select “View” and then select “Zoom” from the drop-down menu and select 100%.
- Pop-up blockers should be disabled. Follow the instructions at the beginning of the program to disable pop-up blockers on your computer.
- The programs include audio and video components. If headphones are available to you, you may wish to wear them while completing the training to minimize office noise and distraction.
- The “Options” and “Help” menus appear on every page throughout the training and provide access to helpful resources, such as accessibility information, the programs’ scripts and a glossary of terms. They are located near the top right of the online training program screen.
- If the video does not play on your computer, please verify that you have the Adobe Flash Player plug-in (version 10 or higher) downloaded to your computer. Please refer to the System Requirements document by clicking the “Help” menu tab, then clicking “System Requirements” located near the top right of the online training program screen.
- If at any time during the program your browser has trouble loading a page, use your refresh button. If you have to restart the program, use the table of contents on the left-hand column of the page and click on the “Lesson” to return to your place.
- If you have difficulty following the audio portions of the program, you can click the “Script” menu tab, located next to the “Contents” menu tab, on the left column of the program screen. In addition, you may view and print the entire course script by clicking the “Options” menu tab and then clicking “View Script.”

### **Print Completion Certificate Issue – My Name doesn’t appear on it?**

Some employees report that when they attempt to print their completion certificate, the certificate does not display properly. This is due to pop-up blockers not being disabled on the employee’s computer. Pop-up Blockers have to be disabled because the program uses pop-up windows to display information. By holding the “Ctrl” key on the computer keyboard when clicking the “View Certificate” button on the program, the completion certificate should display and print properly. The “Ctrl” key temporarily disables any pop-up blocker. In the alternative, to verify that pop-up blockers are disabled on the computer, the employee can follow the instructions in the screen print below by clicking “Tools” in the browser menu selection, then hovering a mouse over the pop-up blocker right arrow. If “Turn off Pop-up Blocker” selection is available, then the Internet Explorer pop-up blocker is enabled and needs to be turned off.

### **Adobe Flash Player Issue**

Employees have reported that they are able to proceed through the program until they arrive at the final course assessment page. The page featuring the instructions and links to complete the final course assessment questions does not display. This is due to Adobe Flash Player not being downloaded on the employee’s computer. The programs are designed to work with Adobe Flash Player as the media player and you must download Adobe Flash Player. Once the flash player has been installed, employees have reported that the Course Assessment pages download properly and they are able to complete the assessment questions.

Adobe Flash Player link: <http://get.adobe.com/flashplayer/>

***Please retain a copy of the completion certificate for your records.***