



Office of the Town Clerk

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TO: **Town of Sherborn Department Heads and Committee/Board Chairs**

Please be certain that this notice is distributed to all employees, appointees, members, and volunteers under your jurisdiction.

Conflict of Interest Law: On-line Training Program

On a biennial basis, all municipal employees must complete an on-line training program (mass.gov/ethics test) or attend a group session at Town Hall. At the end of the training program your computer will prompt you to print the required training certificate and send it to the Clerk's Office. If you attend a group session, you will need to sign in and out to certify your presence. Group training sessions will be posted on the Town Calendar later this month.

Conflict of Interest Law: Summary

On an annual basis, all current municipal employees must be provided with notice of the Summary of the Conflict of Interest Law for Municipal Employees. Every municipal employee is required to sign or email a written acknowledgment to the Town Clerk that he/she has been provided with the summary notice. The summary may be found online (mass.gov/ethics) or you may pick up a hard copy in the Town Clerk's Office.

I hereby acknowledge receipt of the summary of the Conflict of Interest Law for municipal employees, as posted on the State Ethics Commission web site.

NAME (Please print) _____

SIGNATURE _____ DATE _____

DEPARTMENT/BOARD/COMMITTEE/POSITION _____