

**Town of Concord
Human Resources Department**

Notice for New Employees

As a municipal employee, you are required under Massachusetts General Law (Section 28 of Chapter 26) to complete an on-line training program within 30 days of your hire date and to file a certificate of completion **with your employer**. The training program, which includes an on-line multiple-choice learning assessment, advises you of the conflict of interest law. There is no way you can fail the test because you can submit answers to each question until you get it correct; the system does not keep count of your incorrect answers. The training takes approximately 60 minutes to complete and can be taken on any computer with internet access (audio speakers are helpful, but there is a "script" built into the training that can be read if sound isn't available). If you are paid on an hourly basis, you must take the test during your regularly scheduled work day unless you make arrangements with your supervisor to adjust your schedule in order to take the test at another time.

In order to meet your legal obligations, please take the following actions no later than **30 days from your hire date**:

1. **Using Internet Explorer** (other web browsers may not work properly): access the training program at the following website: <http://www.muniprogram.state.ma.us/index.html>
2. To ensure that the program works properly, temporarily disable pop-up blockers on your computer. In Internet Explorer, you can do this by clicking "Tools" in the toolbar at the upper left-hand side of the browser, and then "Pop-up Blocker" in the drop-down menu. Hover your mouse over that selection to see if the option to turn off pop-up blockers appears, and if so, turn off pop-up blockers.
3. Complete the on-line training and learning assessment; **do not close out of the training until you have filled out and printed a Certificate of Completion**. If your certificate does not display properly, try holding down the "Ctrl" key on your keyboard, and then click the "View Certificate" button on the program. Do not click the "Course Credit" button option.
4. Keep a copy of the Certificate of Completion for yourself, and **forward a copy to Human Resources**. Human Resources will maintain a copy in your personnel file and will submit a copy to the Town Clerk's Office for official recording.

If you completed the training within the past 2 years for your prior employer, you do not need to take the training again now as long as you submit a copy of your Certificate of Completion to the Human Resources Department within 30 days of your hire date.

Please note, while the Town intends to remind employees of this legal obligation, you, individually, need to be aware of when you last completed the requirement and complete the program again every 2 years thereafter.

The State Ethics Commission offers free legal advice about how the law applies to you in a particular situation; the advice is confidential in most circumstances. You may request advice by calling the "Attorney-of-the-Day" at 617-371-9500. You also have the option of requesting advice online or via letter; information regarding this options is available at the following website: <http://www.mass.gov/ethics/commission-services/request-advice.html>

Thank you for your cooperation in meeting this requirement. Please contact any member of the Human Resources Department at 978-318-3025 if you have questions.