



TOWN OF NEEDHAM
OFFICE OF THE TOWN CLERK

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Louise L. Miller, J.D.
Town Clerk
Conflict of Interest Administrator

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Dear Needham employees,

All Needham employees are required to receive training in the Conflict-of-Interest laws. The Conflict-of-Interest laws training must be completed online through the State Ethics Commission training portal. There are 2 parts to the training. Once a year, a summary training must be completed, which takes approximately 10 minutes. Every 2 years, a full training must be completed, which takes approximately 1 hour. These requirements can be completed on any computer or mobile device. Completion of the mandatory education requirements are automatically recorded and provided to me. All new employees must complete the training requirements within 30 days of hire.

The State Ethics Commission is an independent state agency that administers and enforces the provisions of the conflict-of-interest law and financial disclosure law. When the Commission determines that the Conflict-of-Interest laws have been violated, it can impose a civil penalty of up to \$10,000 (\$25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage they gained by the violation, and to make restitution to injured third parties. Violations of the Conflict-of-Interest laws can also be prosecuted criminally.

The Conflict-of-Interest laws seek to prevent conflicts between private interest and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service.

To fulfill the mandatory Conflict-of-Interest laws education and training requirements, you will need to complete the State Ethics Commission on-line training. To access the training, please use the following link: <https://massethicstraining.skillburst.com/User/index.php>. If you do not already have an account, proceed to creating a new account. You may use your Needham work email or a personal email address. When prompted, please select Needham as your community and indicate with which Department you are employed. When you log in, you will be able to access whichever training is currently due for you. Once you complete the training requirement, a certificate will be issued to you. You may print the certificate for your records. You do not need to forward the certificate to the Town Clerk's office. I administer conflict of interest and can access all information in the State database for Needham.

You will receive reminders when you need to complete the annual or biennial trainings. At that time, you will simply need to log back in and complete the training.

If you are having any difficulty with the State training system or if you do not have access to a computer or other mobile device, please let me know and I will help resolve the issues.

More information about conflict of interest and access to the State Ethics Commission website and a link to the training requirements portal is available on the Town Clerk's web page at <https://www.needhamma.gov/2418/Conflict-of-Interest-Law>.