

Town of Saugus
TOWN HALL
298 CENTRAL STREET, STE. 7
SAUGUS, MASSACHUSETTS 01906



ELLEN J. SCHENA
Town Clerk

Telephone: (781) 231-4104
e-mail: eschena@saugus-ma.gov

MEMO

To: Town Employees and ALL Members of Town Boards, Commission & Trustees
From: Ellen J. Schena, Saugus Town Clerk
Date: 2023
RE: NEW Conflict of Interest Law/Ethics

Chapter 28 of the Acts of 2009, the ethics reform law, imposes 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.

ALL municipal employees shall, within 30 days after becoming such an employee, and every two years thereafter, complete the online training program. Each year an Acknowledgment Form must be signed AND the Training MUST be taken and completed every 2 years!

The State Ethics Commission is pleased to announce the upcoming launch of a new conflict of interest law online training program. <https://massethicstraining.skillburst.com>. For the first time, the program will be hosted on our own learning management system (LMS) so that cities and towns **will no longer** be required to collect and store records or keep track of deadlines. All records will be stored within the LMS and each city and town will be able to use a local administrator account to view the database for their city or town to verify whether employees have completed the online program and acknowledged receipt of the summary of the conflict of interest law. Local administrators will also be able to send our reminder notices and other notifications to their employees. I as the Town Clerk will be the Local Administrator.

ALL TOWN OF SAUGUS EMPLOYEES, MEMBERS OF BOARDS & COMMISSIONS will need to login, create an account, take the Training this YEAR, no matter if you are up to date on your compliance.
