



## Haverhill Public Schools

### On-line Ethics Training

On July 1, 2009, Governor Patrick signed into law Chapter 28 of the Acts of 2009, An Act to Improve the Laws Relating to Campaign Finance, Ethics and Lobbying. This Bill contains mandatory ethics training for all public employees. This includes individuals who serve full-time, part-time, intermittently and individuals who are appointed or elected, paid or unpaid, and some volunteers.

Every municipal employee must be provided with the Summary of the Conflict of Interest Law. The law also states that this summary must be distributed on an annual basis. We will track it like we do our CORI's, in School Brains, with annual reminders.

**In addition to the summary, every employee who serves full-time, part-time, intermittently and individuals who are appointed or elected, paid or unpaid must take an on-line training course every two years.** This on-line training course takes on average, 15 minutes to complete. It is not a pass or fail test. If you get an answer wrong, it will bring you back to the question to answer again. The web site for the On-line Ethics Training is <http://www.muniprogram.eth.state.ma.us>

We have put the training program on our web page.

- ⇒ <http://www.haverhill-ps.org>
- ⇒ Departments (Top)
- ⇒ Human Resources (Pull Down)
- ⇒ HR Website Links
- ⇒ Massachusetts State Ethics Training
- ⇒ Click on "For Municipal Employees"
- ⇒ Complete the training
- ⇒ **Print the Certificate at the end**

**Please return your *certificate page* to:**

**Haverhill Public Schools  
Human Resources - Ethics  
4 Summer Street Room 104  
Haverhill, MA 01830**