



TOWN OF NORFOLK

Town Clerk's Office

ONE LIBERTY LANE

NORFOLK, MASSACHUSETTS 02056

Office: 508-528-1400 Fax: 508-541-4157

April 24, 2019

According to Massachusetts State Law all current state, county and municipal employees must complete the Conflict of Interest Online Training Program every 2 years. The conflict of interest law not only applies to paid employees of the town but also to anyone performing a service for the town or holding a municipal position. This includes full & part-time town employees, elected officials, and some volunteers.

As part of my offices program to make sure all current employees are compliant with the law, attached is the Summary of the Conflict of Interest Law for Municipal Employees (rev. 11/14/16). I also suggest reviewing the State Ethics Commission website at <http://www.mass.gov/ethics/> for additional resources.

After reviewing the materials please complete the Online Training Program at: <http://www.muniprogram.state.ma.us/>

Online training must be completed within 30 days of hire. Upon completion of the Online Training Program please print out 2 copies of the certificate of completion, keeping one for your records and providing the Town Clerks office with the other copy. Please make sure that the copy you file with the Town Clerks office includes your name and department.

If you have any questions regarding this notice please contact the Town Clerk's Office at 508-528-1400.

Sincerely,

Carol Greene
Town Clerk