



## MEMORANDUM

TO: Town of Dighton Employees & Board/Committee Members

FROM: Mark Pacheco, Town Clerk

DATE: March 14, 2023

SUBJECT: Conflict of Interest Training

The State Ethics Commission has established a new conflict of interest law online training program and summary of the conflict of interest law acknowledgement.

State, county, municipal employees and board/committee members will need to create an account to access the platform so that they can complete the new conflict of interest law online training program and acknowledge receipt of the summary of the conflict of interest law. These requirements can be completed on any computer or mobile device. Completion of these mandatory training and education requirements will be automatically recorded.

Public employees and board/committee members may now register to complete their conflict of interest law training and education requirements.

To complete the training, you will first need to self-register at: <https://MassEthicsTraining.skillburst.com>

- a. Click on the "First Time Logging In" tab.
- b. Type in your "email address", "First Name", "Last Name" and under "Select Organization", choose "Dighton".
- c. You will receive an email to set up your password and allow you to take your test.
- d. Once you have completed the Training and Acknowledgement Receipt, you are all set for the next 2 years.
- e.

**\*\*\*You no longer have to print, sign and submit documents to the Clerk's Office\*\*\***

With the new portal, the Town Clerk's Office will receive certificates automatically and will track your compliance by reviewing reports on the portal. As the local administrator for Dighton, I will be able to go into the program and monitor compliance. You have the option to complete the training in parts because your progress saves, or you can complete it all in one sitting. As a reminder, **all municipal employees\* in Massachusetts are required to comply with the state conflict of interest law, Massachusetts General Laws chapter 268A.**

Should you have other questions about the Conflict of Interest Law and Financial Disclosure Law, please visit the Governors website at:

<https://www.mass.gov/orgs/state-ethics-commission>

## Department Heads:

I am asking you to disseminate this email to any significant vendors you may have, see the information below to help you determine who to disseminate this information to.

Are consultants or vendors hired by state, county, or municipal agencies public employees subject to the conflict of interest law?

Yes, in certain circumstances. The Ethics Commission will consider several factors in determining whether any company employees who are providing services to a governmental agency under the company's contract should be considered public employees subject to the conflict of interest law.

## State Ethics Commission

### Are vendor employees required to complete the education requirements?

5-factor test used by the Ethics Commission to determine whether employees of a vendor company are public employees

- Are the employee's services required
- Type and size of the vendor company
- Degree of specialized knowledge or expertise required
- The extent the employee performs or directs services
- The extent the employee has provided similar past services

**Advisory 06-01:** Consultants Who Provide Services to Gov't Agencies May be Public Employees Subject to the Conflict Law



[06-01: Consultants and Attorneys Who Provide Services to Government Agencies May Be Public Employees Subject to the Conflict of Interest Law | Mass.gov](#)