



# Wilmington Public Schools

161 Church Street | Wilmington, MA 01887

Tel: (978) 694-6000 Fax: (978) 694-6005

**TO: All New Employees**

**FROM: Human Resources**

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As a condition of municipal employment in Massachusetts, all new hires of the Wilmington Public Schools are required to familiarize themselves with the Massachusetts State Ethics laws and how these laws govern the conduct of municipal employees. You are asked to complete the following two tasks within 14 days of the start date of your employment:

1. Please use the following link to review the ***Summary of the Conflict of Interest Law for Municipal Employees:***

<http://www.mass.gov/ethics/education-and-training-resources/required-education-and-training/municipal-employee-summary.html>

2. Please complete the ***Conflict of Interest Law Online Training Program*** using this link: <http://www.muniprogram.eth.state.ma.us/>. Before beginning this on-line program, please be certain of the following system and time requirements:

- Use the latest version of Adobe Flash Player, which you can download at <http://get.adobe.com/flashplayer/>
- Disable popup blocking
- Use speakers, ear buds, or headphones to accommodate the audio of the program
- Have a connection to a printer – to print the ***Certificate of Completion***
- Allow 70 minutes of time to complete the course and exam

The time to complete the course may be shorter for some employees and longer for others.

The training is a statutory requirement that occurs once every two years to familiarize municipal employees about the laws governing their conduct. The length of the program is a function of the complex nature of the conflict of interest law. In communication with the Ethics Department to discuss the length of the “test”, we have been advised that this program is not solely a test, it is a training program with a test component.

Once you have completed the training and test you must print the ***Certificate of Completion*** and email it to: [jennifer.contrada@wpsk12.com](mailto:jennifer.contrada@wpsk12.com)

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#### Notice of Non-Discrimination

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.